

GOVERNMENT COLLEGE KATTAPPANA

Kattappana P. O., Idukki, Kerala – 685508
Ph: +91 4868 272347; e-mail: gckattappana@gmail.com
www.gckattappana.ac.in

(Affiliated to Mahatma Gandhi University, Kottayam)



SELF STUDY REPORT

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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PREFACE

The district of Idukki is blessed with beautiful national parks and the picturesque forests stretch far and wide across the district. It has rightly been called the spice garden of the state of Kerala, famous for pepper, cardamom and many other spices. Idukki is a famous tourist destination also with its moderate climate and beautiful landscape. The migration from the plains to the high ranges started during the 1950s and the district of Idukki was formed in 1972.

The Devaswom Board College, situated at Nariyampara near Kattappana and managed by the Travancore Devaswom Board, was the only higher education institution in the high ranges of the district at that time. After the Devaswom Board College was shut down in 1977, the Government of Kerala started a College in Kattappana, considering the public demand for a Government College to cater the needs of the rural students, especially from the poor and marginalized sections. The college started functioning in a temporary building of St. Jerome's Church, Vellayamkudy with two Pre-degree batches of the Third and Fourth groups.

The college was affiliated to the University of Kerala until the inception of the Mahatma Gandhi University, Kottayam in 1983. It has been affiliated to MG University since then. The infrastructure facilities and other necessities were arranged and managed by a sponsoring committee under the leadership of the then MLA of the Idukki constituency.

The college started functioning in the present campus during the 1979-80 academic year when the Government procured 18.7 acres of land and built two temporary buildings for the college.

The college was upgraded to the Junior College level in 1989 with the inception of B A Economics course. B Com degree course was started in the year 1990 and B A Malayalam in 1993. B Sc Chemistry course was sanctioned in the year 1999 and B Sc Mathematics was started in 2000. M A Malayalam, the first postgraduate degree course of the college, also was started in the same year. The college started M Com course in 2013.

Even though the college was established in the year 1977, it lacked sufficient infrastructure facilities until 2005. The issue was solved with the construction of the main academic-cum-administrative block in 2005. The unavailability of permanent faculty members was another serious problem the college had to face. By 2010, it was also solved as the Government appointed permanent teachers in almost all the vacant posts.

The infrastructure facilities and the academic achievements of the college have been improved considerably during these years. A new academic block and a boys' hostel have been constructed and started functioning during the past few years. Administrative sanction has been accorded for the construction of women's hostel and staff quarters. Construction of a multipurpose library block has been started and construction of a new science block will be started soon. The college now has all the technical facilities also. The academic results have shown remarkable progress in recent years. The college has achieved hundred per cent results in some of the programmes while others have about ninety percentage of success rate.

We believe that this is the right time to go for NAAC accreditation when the college has acquired adequate infrastructure facilities and excellent academic achievements.

EXECUTIVE SUMMARY

Government College Kattappana is an arts and science college functioning under the Department of Collegiate Education, Government of Kerala. The college is affiliated to the Mahatma Gandhi University, Kottayam. The college is recognized under the 2(f) and 12(B) schedules of the UGC act. It offers five undergraduate and two postgraduate programmes through which about six hundred students fulfil their higher education aspirations.

Ever since its inception in 1977, the college has been a lamplight in the path of higher education and has played a vital role in the transformation and development of the people of Idukki district. Since the college reaches out to the rural people, especially the poor and the marginalized, it has effected remarkable progress in the intellectual and financial achievements of the weaker sections of the society. The college moulds and shapes the youth of the locality to responsible citizens who can steer the destiny of the nation.

Curricular Aspects

The college is affiliated to the Mahatma Gandhi University and hence follows the curriculum prescribed by the university. The institution strictly adheres to the academic calendar of the university. Various teachers are the members of Board of Studies of the university. They contribute their expertise in the curriculum design and syllabus preparation by participating in the workshops and seminars conducted by the university.

The college has implemented the CBCSS system for the undergraduate degree programmes and CSS system for postgraduate degree programmes, which the university introduced in 2009 and 2012 respectively. The students are admitted through the centralized allotment process of the university. The college ensures transparency, equality and inclusion in the admission process.

In accordance with the academic calendar of the university, the college prepares its own academic calendar for the smooth and systematic implementation of

the curricular and co-curricular activities of the college. The departments also plan their academic activities accordingly. The faculty members also prepare their own teaching plans.

The faculty members of the college regularly participate in seminars, workshops, conferences and orientation and refresher courses to enrich their knowledge and to enhance their skills. Various departments of the college conduct workshops and seminars every year with a view to improve the intellectual competence of the faculty members and students.

The college conducts formal orientation classes for the newly admitted students to familiarize them with the academic environment of the college. They are informed about the various facilities provided in the campus for the betterment of their skills and knowledge. The students are encouraged to join voluntary associations like NCC, NSS, Nature Club, etc. Information regarding new initiatives like Additional Skills Acquisition Programme (ASAP), Walk with a Scholar (WWS) programme, Scholar Support Programme (SSP) etc. also are provided.

Periodic meetings are conducted in the departments to review the progress of the academic and co-curricular activities. The results of the internal and university examinations are also analysed and remedial measures are taken for further improvements.

Add-on courses are conducted by various departments of the college and diploma courses are conducted by the Continuing Education Cell. Students can obtain additional qualifications through these courses. The students acquire employability skills through the courses offered by the ASAP.

Invited talks, art performances and discussions are organised in the college to inculcate and nurture advanced knowledge and new ideals in students.

Teaching, Learning and Evaluation

Transparency is ensured in each step of the admission process. Students get admitted to the college only through the Centralised Allotment Process (CAP) and

spot admission. The policies and regulations of the Government of Kerala and the university are strictly followed in this regard.

The faculty members prepare teaching plans and strategies well in advance to make the teaching learning process effective and interesting. The teachers are encouraged to adopt their own innovative strategies for the effective transaction of the curriculum. These are periodically analysed and evaluated in the department meetings to ensure the progress of the academic activities.

The personal profiles of the students are collected at the beginning of the academic year itself and their backgrounds, skills and knowledge are assessed. The class tutors keep the bio data of the students and their achievements are recorded. The tutors maintain a cordial personal relationship with the students assigned to them and help the students to pursue the right track. The advanced learners and weaker students are identified through interactive sessions.

The advanced learners are given training through programmes like WWS, while the slow learners are given opportunities like remedial coaching, SSP etc. Bridge classes are also arranged to overcome the knowledge gap among the students and to attain the base of higher education.

Seminars, workshops, invited talks and stage performances supplement the classroom teaching. The students become aware of the new developments and advancements in their areas of study through these programmes. The teaching learning process has become more student-centred through the deployment of interactive learning. Group discussions, debates, student seminars, surveys and case studies are some of the methods used in this regard.

The college has provided enough infrastructure and technological facilities for the betterment of the teaching learning process. ICT enabled smart classrooms provide ample assistance for classroom learning. Online classes by eminent scholars are also made available through the *Edusat* studio for the students. The network resource centre, equipped with high-speed internet connectivity provides opportunities for using e-resources for further improvement in academics. The college has sufficient

infrastructure facilities for conducting seminars, workshops, conferences etc. The campus is provided with Wi-Fi internet connectivity. The language lab helps the students to improve their communication skills.

An internal examination committee has been constituted to ensure the quality of the continuous evaluation process. The committee supervises all the internal examinations conducted in the college. The results are evaluated and necessary remedial measures are implemented.

The Internal Quality Assurance Cell of the college is vigilant in ensuring the quality and standard of teaching learning process. The general feedback of the students is collected by the IQAC each year with a view to improve the effectiveness of curriculum transaction. The IQAC conducts academic audit, records areas of inefficiencies and measures for improvement are suggested.

All these efforts have resulted in the improvement in the academic achievements of students as evidenced in the growing pass percentage during the recent years.

Research, Consultancy and Extension

The institution has always encouraged the spirit of research among its faculty members. Eight of its faculty members are doctoral degree holders. The doctoral research of twelve other teachers is in progress. The Interdisciplinary Research Cell organizes seminars and workshops regularly on research methodology and related topics funded either by the Department of Collegiate Education or by the UGC. Many of the faculty members have completed minor and major projects sanctioned by the UGC and some other projects are in progress. The departments organize seminars, invited talks, and field visits with a view to inculcate research aptitude in the students. The M G University has included research methodology in its curriculum with the same objective. The institution and the Collegiate Education Department provide all possible support for the faculty members doing research. They can avail FDP scheme for the completion of their research. The research aptitude of the faculty members is evident in the articles published in national and international journals and the books published by them.

As a higher education institution, the college is committed to strive for the development of the society. It always promotes community service of the students. Through the various voluntary service organisations like NSS, NCC, Red Ribbon Club, Film Club, Folklore Club, Literary Club, Drama Club, Farm Club and Nature Club the students get enough exposure and ample opportunities for social service. It is a unique feature of this college that all the newly admitted students become members of at least one of these clubs and actively participate in all the programmes. Some of the major social service programmes include blood donation, organ donation campaign and the submission of the organ donation consent forms, supply of noon day meals to the destitute on every Thursday, coin collection for helping the poor and sick, rural library development, distribution of toys to nursery kids, free renovation and construction of roads, cleaning of public places and public institutions like Government hospitals, bus stands etc., anti-drug programmes for the public and students, palliative care, participation in the afforestation programmes, conducting of medical camps and conducting of processions to convey the messages of special days. Many of the departments conduct extension programmes which are useful for the general public. The college shapes a socially responsible youth force through these activities.

Various departments have collaborations with national and international institutions. Also, eminent scholars from different states and abroad are invited to the college for lectures and seminars. It helps to enrich knowledge and enhance research aptitude among the faculty members and students.

Infrastructure and Learning Resources

The college receives funds from the Government of Kerala and the UGC. College Development Committee fund, the local development fund of the people's representatives and the contribution of the PTA also are used for the development of the infrastructure facilities. The college owns 18.7 acres of land and 8000 m² built up area. The institution has enough ICT enabled class rooms, fully furnished *Edusat* studio, network resource centre, computer labs, language lab, conference hall, tutorial spaces, staff rooms, and examination rooms for academic purposes. The institution has a fully furnished office. The college has enough rooms and facilities for the co-curricular and

extra-curricular activities. Playgrounds, auditorium, gymnasium, and canteen are available in the college. For differently abled students, the college provides all facilities including ramp. The institution has a boys' hostel and a hostel for the male staff. Adequate amenity centre facilities for both boys and girls are provided.

The construction works of the multipurpose library block, ladies hostel, compound wall, staff quarters, and science block, ASAP Skill Park and internal roads have been started.

The present library has limited capacity only with 350 m² built up area with fifty seats. Even though the infrastructural facilities of the library are inadequate, it has over 30000 books, more than fifty journals and thousands of e-journals. The library functions on all days except public holidays from 9.30 am to 4.30 pm. The library provides separate sections for reference books, academic books and literatures. It also provides reprographic facilities, downloading and printing.

The IT infrastructure facility has shown exemplary improvement in recent years. Almost all the classrooms are furnished with smart room facility. Wi-Fi internet connectivity is available in the campus. Computer labs, network resource centre, *Edusat* studio, language lab, departments etc. are provided with sufficient ICT facilities. The college takes every effort to ensure the optimal use, upgrading and maintenance of the IT facilities implemented. The IT facilities help the faculty members to adopt innovative teaching methods while the students can enhance their self-learning through the use of ICT.

The college has its own transformer and a 25 KVA generator to ensure constant power supply. The institution has sufficient number of UPS to prevent voltage fluctuations in laboratories. The college has two open wells and two bore wells for water facility. Water recharging system and water harvesting system have been successfully implemented in the campus.

The college ensures not only the improvement of its infrastructure facilities, but the proper maintenance of its facilities also. The stock verification of equipment, library etc. is conducted every year. The Building Committee and the PTA

committee assess the need for maintenance works and the works are done subject to the availability of funds.

Student Support and Progression

The college informs the students about the curricular, co-curricular and extra-curricular facilities available in the college through its handbook, web site, and prospectus. Various useful schemes are available for the students of the college. Scholarships and free-ships are among the prominent services provided for them. The college has a scholarship desk to provide scholarships and free-ships for all the deserving students. About eighty percentage of the students admitted in the college are getting scholarships or fee concession.

Voluntary associations like NSS, NCC and many other clubs function in the college to develop the personality of the students and to inculcate democratic values and social responsibility in them. Adequate medical facilities are available and counselling also is provided. For differently abled students, necessary facilities are provided according to their needs.

The college conducts WWS programme, SSP, add-on courses, ASAP, Entry-into-services coaching, NET/SET coaching, Spoken English classes, computer literacy classes etc. for the academic career development of the students. To enrich and nurture their creative talents, the college has established different clubs like Music Club, Drama Club, Literary Club etc. The arts fest and the annual sports meet conducted by the College Union provide suitable platform to express the creative and sports talents of the students. These programmes enable the students to participate and win in university and state level competitions.

Mechanisms like SC/ST cell, Women's Cell, CASH, Anti-Ragging Committee and Grievance Redress Cell are implemented in the college to ensure a viable academic and social environment. The Alumni Association of the college also provides support to the students whenever necessary. The remarkable improvement in the academic results in recent years has been the reward of the united ventures of all units of the college. Many of the students have joined in state and central Government

services owing to the systematic training they received. The clubs also inspired many students to start self-employment endeavours.

Governance, Leadership and Management

The college functions under the governance of the Department of Collegiate Education, Government of Kerala. The principal, vice principal and the faculty members are appointed to implement the academic policies of the Government. The office superintendent, head accountant and clerks perform the administrative duties for the principal. The IQAC and the academic committee advise the principal on teaching learning process. The Discipline Committee and the Anti-Ragging Committee help the principal in maintaining discipline in the campus. The College Council monitors all academic and administrative activities of the college and extends advice to the principal. The Library Advisory Committee ensures the smooth functioning of the library. The responsibility of procurement of new equipment is entrusted upon the Purchase Committee.

The faculty members and the non-teaching staff are given special training for the improvement of their leadership quality and governance skills. Various training programmes are conducted by the Government in this regard. Organisations like NSS and NCC enhance the leadership qualities of the students. The institution sees to it that every faculty member gets opportunities for improving their leadership qualities through its decentralizing policies. The institution extends its support to all the faculty members to uplift their academic and other abilities. Faculty improvement programmes and seminars are conducted to attain this objective. The college gets the best faculty members as they are appointed through the transparent and competent selection process of the Kerala Public Service Commission. Annual stock verification, internal audit, departmental audit and audit of the Accountant General of Kerala are conducted to ensure the transparency and effectiveness of the fund management.

Internal Quality Assurance Cell functions in the college to ensure the quality of academics in accordance with the norms of UGC and NAAC. The IQAC of the college has been successful in initiating the starting of new courses based on the needs of the society, in conducting seminars and workshops for faculty development, in

improving the infrastructure facilities to strengthen the teaching learning process and in improving the research output of the faculty members. It obtains feedback from the students, PTA, alumni and other stakeholders and designs strategies for the improvement of the academic facilities.

Innovations and Best Practices

The college conducts green audit to analyse the effectiveness of environmental policies and practices. Saplings have been planted in the campus to make it more eco-friendly and to ensure carbon neutrality. The institution has taken every effort to reduce energy consumption to the minimum and CFL and LED lights have been installed for the purpose. Water harvesting and water recharging systems have been implemented for the conservation of ground water. Effective waste disposal management system is present in the college. The college observes the World Environment Day and Earth Hour to give awareness about nature consciousness and energy conservation.

The college has successfully implemented many innovations. The class rooms have been refurbished with ICT facilities to make the teaching learning process more effective. Seminars, workshops, and invited talks are organised regularly. Internet facility and e-journals have been made available for students. Office management, internal evaluation and library have been automated. An online feedback system for student feedback is also implemented. The heritage museum and folklore academy is a best practice implemented in the college. Another best practice is short film production and annual film festival.

SWOC ANALYSIS OF THE INSTITUTION

STRENGTHS

➤ *Government Ownership*

The greatest strength of the institution is its Government ownership. The college gets funds directly from the Government of Kerala and the Government's support and monitoring ensures the smooth functioning of the college. The students are provided quality education at cheaper cost.

➤ *Best Quality Teaching Faculty*

The selection process of the faculty members of the college is highly competitive. They pass through the transparent selection process of the Kerala Public Service Commission (KPSC). Hence, the institution gets highly talented teachers in all respects.

➤ *Infra-Structural Facilities*

The available infra-structural facilities of the college are extremely good. The college has adequate number of classrooms, office, well-maintained laboratories, ICT facilities etc. Physical amenities like boys hostel, conference hall, auditorium, ladies and boys amenity centres, *Edusat* studio etc. also are available in the college.

➤ *Affiliation to Mahatma Gandhi University*

The college benefits from its affiliation to the Mahatma Gandhi University, Kottayam, one of the prestigious universities in Kerala. The M G University introduced the CBCSS and CSS systems for the first time in the Kerala state. The admission process is transparent and the curriculum and syllabus is at par with the national and international standards.

➤ *Socially Responsible Student Community*

A student community with social commitment and democratic values is the real strength of the college. The college always promotes community services of students.

➤ *Strong Support by the Public*

Since the college is a Government institution, the people's representatives (MLAs/MPs) as well as the socio-cultural leaders and the public wholeheartedly

participate in all the activities for the development of the college, realizing that the uplift of this college is the stepping-stone for the development of the community. The College Development Council, which includes the MP, MLA, and the members of the local legislative bodies extend help and support for the development of the college.

➤ ***Availability of Large Area of Land***

One of the greatest strengths of the college is its 18.73 acre property with a lush green campus situated in a place of moderate and pleasant climate. The availability of land enables the college to plan and implement further infrastructure developments.

➤ ***Scholarships***

Since it is a Government owned institution, the college provides a considerable number of scholarships to the students. About eighty per cent of the students benefit from scholarships or fee concessions.

➤ ***Opportunities for Achieving Additional Skills and Experiences***

There are many opportunities available for the students to acquire various skills in addition to their course of study. Additional Skill Acquisition Programme of the Department of Higher Education and Diploma in Computer Application course are conducted in the college. A study centre of Indira Gandhi National Open University also functions in the college.

➤ ***The Fruitful Intervention of the Parent Teacher Association and Alumni***

The strong support of the PTA in providing facilities for the day-to-day activities of the college and in creating a good academic atmosphere conducive for teaching learning process is a great strength of the college. The alumni of the college also provide their fruitful contributions for the betterment of the college.

➤ ***Participation of Students in Extra-Curricular Activities***

The students of the college actively participate in extracurricular activities. They make their contributions not only in the arena of arts and sports but in activities reflecting their social responsibility as well. Almost all the students are members of one or more associations and clubs like NCC, NSS etc.

➤ ***Opportunities for Students to Interact with Eminent Scholars***

The students are regularly provided with opportunities to interact with eminent scholars and experts through various national and international seminars, workshops, and lecture series conducted in the college.

➤ ***The Percentage and Strong Contribution of Women Students***

The college stands as the best example of women empowerment as about seventy per cent of its beneficiaries are women students who actively participate in all programmes conducted in the college.

WEAKNESS

➤ ***Library with Inadequate Facilities***

Though the college library has over thirty thousand volumes pertaining to various disciplines in its stock, it lacks sufficient space and facilities for the proper shelving of the books. Therefore, it becomes very difficult for the students to utilise the services of the library effectively.

➤ ***Insufficient Transportation Facilities***

The nearest bus stop from the college is around two kilometres away from the campus. The students have to walk down this distance daily.

➤ ***Underdeveloped Playground Facilities***

One of the major weaknesses of the college is its insufficient playground facilities including the lack of an indoor stadium. This hinders the prospects of the students in sports achievements.

➤ ***Poor Academia-Industry Interaction***

The deficiency of industrial establishments in the district hinders the academia-industry interaction of the college.

OPPORTUNITIES

➤ ***New Courses***

The college has immense possibilities to start new courses and programmes since the construction of science block, women's hostel, library block and boys hostel will

provide ample facilities for the next generation to pursue their higher education in new disciplines.

➤ ***Multipurpose Library Block***

Administrative sanction has been accorded by the Government of Kerala for the construction of a new library block and the construction works have been started. Postgraduate departments of the college can be upgraded into research centres, which can utilise the facilities of the library.

➤ ***Construction of Stadium***

The proceedings for constructing a football ground and a stadium have been initiated. The stadium will provide opportunities for the highly talented youth of the high ranges to excel in sports and games.

➤ ***Committed Parents***

Most of the students of the college belong to financially backward families, the parents of whom are toiling in the high ranges. The parents, in spite of their poor backgrounds pledge to give education for their wards, especially the girl children. This commitment of parents is a great strength and opportunity of the college.

➤ ***ASAP Skill Park***

Additional Skill Acquisition Programme under the Department of Higher Education is constructing a skill park in the campus. On completion, it will have facilities for conducting thirty skill courses and the students of the college can join and study the courses free of cost.

CHALLENGES

➤ ***Deficiency of Good Industries in Idukki District***

The deficiency of good industries in the Idukki district to provide job opportunities for students passing out from the college is a major problem.

➤ ***Poor Family and Financial Background of Students***

Many students of the college belong to poor financial backgrounds. Though they can avail scholarships for studies, they are forced to engage in manual labours to meet the ends together for the family.

➤ *Natural Calamities*

Most of the students come from remote and faraway places of the district with insufficient travel facilities. In addition, natural calamities like heavy rain, landslides etc. sometimes cause havoc and prevent students from reaching the college.

PROFILE OF THE AFFILIATED COLLEGE

PROFILE OF THE AFFILIATED COLLEGE

1. Name and address of the college

<i>Name of the college</i>	Government College Kattappana				
<i>Address</i>	Kattappana P. O., Idukki District				
<i>City</i>	Kattappana	<i>Pin</i>	685508	<i>State</i>	Kerala
<i>Website</i>	www.gckattappana.ac.in				

2. Address for communication

<i>Designation</i>	<i>Name</i>	<i>Telephone Number</i>	<i>Mobile Number</i>	<i>Fax</i>	<i>e-mail</i>
<i>Principal</i>	Dr. Suma K. K.	04868 272347	9446127239	04868 272347	gckattappana@gmail.com
<i>Vice principal</i>	Dr. O. C. Aloysius	04868 272347	9446289914	04868 272347	ocaloysius@gmail.com
<i>Steering Committee Coordinator</i>	Tojy Dominic	04868 272347	9744864454	04868 272347	tojydominic@yahoo.com

3. Status of the Institution : Affiliated College

4. Type of Institution

a. By gender : Co-education

b. By shift : Regular

5. Is the college a recognized minority institution: No

6. Source of funding : Government

7.

a. Date of establishment of the college : 01-06-1977

b. University to which the college is affiliated

: Mahatma Gandhi University, Kottayam

c. Details of UGC recognition

<i>Under Section</i>	<i>Date, Month and Year</i>	<i>Remarks</i>
2 (f) and 12 (B)	30-06-1996	Annexure - I

- d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI etc.) : Nil
8. Does the affiliating university act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? : No
9. Is the college recognized
- a. by UGC as a College with Potential for Excellence (CPE)? : No
- b. for its performance by any other governmental agency? : No
10. Location of the campus and area in sq. mts

<i>Location</i>	Semi-urban
<i>Campus area in sq. mts.</i>	75680
<i>Built up area in sq. mts.</i>	7360

11. Facilities available on the campus

<i>Facility</i>	<i>Availability in the College</i>
Auditorium/Seminar complex	Auditorium, Seminar Hall and <i>Edusat</i> Studio
Sports facilities	Playground, gymnasium
Hostel	Boys Hostel <ul style="list-style-type: none"> ▪ Number of inmates: 35
Residential facilities for teaching and non-teaching staff	Staff Hostel <ul style="list-style-type: none"> ▪ Number of inmates: 8
Cafeteria	Canteen in college campus
Health centre	First Aid Rest Room
Generator	Own Transformer, 25 KVA Generator and UPS in office and laboratories
Biological waste disposal	Biological waste disposal facility is available in the college
Solid waste management facility	Solid waste management facility is available in the college
Waste water management	Waste water management facility is available in the college
Water harvesting	Water harvesting system Water recharge system
Other	Interactive class rooms, high speed internet connectivity, science laboratories, computer labs, library, generator

12. Details of programmes offered by the college (Give data for current academic year)

<i>Programme Level</i>	<i>Name of the Programme/ Course</i>	<i>Duration in Years</i>	<i>Entry Qualification</i>	<i>Medium of instruction</i>	<i>Sanctioned /approved Student strength</i>	<i>No. of students admitted</i>
<i>Under-graduate</i>	B A Economics	3 years	Higher secondary	English	50	50
	B A Malayalam	3 years	Higher secondary	Malayalam	30	29
	B Sc Chemistry	3 years	Higher secondary (Science)	English	24	23
	B Sc Mathematics	3 years	Higher secondary (Science)	English	24	22
	B Com	3 years	Higher secondary	English	60	58
<i>Post-Graduate</i>	M.A Malayalam	2 Years	BA/B Sc degree with Malayalam optional	Malayalam	12	12
	M Com	2 years	B Com	English	12	12

13. Does the college offer self-financed Programmes? : No
14. New programmes introduced in the college during the last five years if any?

<i>Name of programme</i>	<i>Year of introduction</i>
M Com	2012-13

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes)

<i>Faculty</i>	<i>Departments</i>	<i>UG</i>	<i>PG</i>	<i>Research</i>
<i>Science</i>	Mathematics	Yes	No	No
	Chemistry	Yes	No	No
<i>Arts</i>	Economics	Yes	No	No
	Malayalam	Yes	Yes	No
<i>Commerce</i>	Commerce	Yes	Yes	No

16. Number of Programmes offered under (Programme means a degree course like B A, B Sc, M A, M Com)

- a. annual system : Nil
- b. semester system : 7
- c. trimester system : Nil

17. Number of Programmes with

- a. Choice Based Credit System : 5
- b. Inter/Multidisciplinary Approach : Nil
- c. Any other (specify and provide details) : 2

(Credit semester system)

18. Does the college offer UG and/or PG programmes in Teacher Education? : No

19. Does the college offer UG or PG programme in Physical Education? : No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Principal		Associate Professor		Assistant Professor		M	F	M	F
Sanctioned by the UGC / University / State Government	M	F	M	F	M	F	M	F	M	F
	1		1		33		24		1	
Recruited	0	1	1	0	16	14	10	11	1	0
Yet to recruit	0		0		3		3		0	

21. Qualifications of the teaching staff

Highest qualification	Principal		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
Ph.D.		01	01		04	02	08
M.Phil.					03	03	06
PG					09	08	17
Temporary Teachers							
M.Phil.					01		01
PG					02	01	03

22. Number of Visiting Faculty /Guest Faculty engaged with the College : 4
23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2012-13		2013-14		2014-15		2015-16	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	11	17	10	15	11	19	8	21
ST	2	7	6	4	5	6	3	5
OBC	19	57	22	59	23	61	15	60
General	25	57	32	50	28	50	17	72
Others	3	6	3	2	1	5	2	3

24. Details on students enrolment in the college during the current academic year

Type of students	UG	PG	M Phil	Ph D	Total
Students from the same state where the college is located	182	24	0	0	206
Students from other states of India	0	0	0	0	0
NRI students	0	0	0	0	0
Foreign students	0	0	0	0	0
Total	182	24	0	0	206

25. Dropout rate in UG and PG (average of the last two batches) UG
- a. UG : 5.6
- b. PG : 8.3
26. Unit Cost of Education (*Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled*)
- a. Including the salary component : Rs. 53304
- b. Excluding the salary component : Rs. 6948
27. Does the college offer any programme in distance education mode (DEP)? : No

28. Provide Teacher-student ratio for each of the programme/course offered

<i>Programme</i>	<i>Teacher-student ratio</i>
<i>U G programmes</i>	1:24
<i>P G programmes</i>	1:12

29. Is the college applying for Accreditation / Re-assessment : Accreditation
 Cycle of Assessment : One
30. Date of accreditation : Not accredited
31. Number of working days during the last academic year : 195
32. Number of teaching days during the last academic year : 172
33. Date of establishment of Internal Quality Assurance Cell : 10-08-2011
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC : Nil
35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive Information here.) : Nil

CRITERIA-WISE INPUTS

CRITERION I

CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision

To create a socially committed and responsible generation by extending value based and creative education for the young aspirants, fulfilling their higher education desires and kindling their spirits with noblest ideals and creative talents.

Mission

To bestow a platform for the enrichment and enhancement of the intellectual capabilities and creative talents of the stakeholders by imparting advanced knowledge in science, arts, and humanities and ensuring equality for all.

Aims and Objectives

- To create a teaching-learning environment conducive to the attainment of advanced knowledge, relevant skills and experience.
- To incorporate new developments in science, arts and humanities in the teaching- learning process.
- To create an institutional atmosphere in which the creative ability of the students are nurtured and developed.
- To contribute to national integration by inculcating social responsibility and democratic values in students.

The college designs and implements academic and extra-curricular activities that further the accomplishment of its mission. The vision, mission and objectives of the college are communicated to all the stakeholders including staff, students and parents through various means such as

- Newly admitted students are made aware of the vision and mission of the college during the orientation programme conducted for first year students.
- The vision and mission of the college is prominently displayed in the college

campus and departments.

➤ The vision, mission, aims and objectives of the college are printed in the handbook of the college and are published on the college website.

➤ Various academic and extra-curricular programmes organized by the departments the college and organizations such as NCC, NSS etc. reflect the vision and mission of the college.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Government College Kattappana is affiliated to Mahatma Gandhi University, Kottayam and the college follows the curriculum prescribed by the university. Academic activities of the college are organized as per the schedule given in the academic calendar of the university.

At the beginning of the academic year, the Academic Committee of the college plans the academic activities of the academic year and an academic calendar is prepared at the college level which incorporates all academic activities such as examinations, internal evaluation etc. prescribed in the academic calendar of the university. The general timetable of the college for the academic year also is prepared by the Academic Committee.

Each department of the college prepares a departmental timetable for the academic year. Faculty members prepare teaching plans for each course and the progress of teaching learning process is recorded in the teachers' diary.

The external and internal evaluation is conducted as per the schedule of the academic calendar. The academic calendar, general timetable, department level timetable and schedule for continuous evaluation are made available to all faculty members and students.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The curriculum and syllabus of all academic programmes is framed by the university. The university constitutes various expert committees to formulate the curriculum, syllabus, regulations regarding the evaluation process and rules of conduct

of examinations. The rules and regulations formed by the university are conveyed to all affiliated colleges.

The university organizes workshops for curriculum development and syllabus formulation and faculty members of the college participate in such programmes. The university organises training programmes for faculty members whenever major academic reforms are introduced.

The college provides every opportunity for faculty members to participate in orientation, refresher and short term courses conducted by the academic staff colleges of various universities. Teachers are also encouraged to participate in national and state level workshops, seminars, conferences etc. which lead to knowledge enrichment and improved teaching practices.

The infrastructure facilities available in the college for teaching-learning such as smart class rooms, network resource centre, *Edusat* studio, internet connectivity, *NLIST* e-journals and library resources also enable teachers to update their knowledge and to implement innovative teaching practices.

The college organizes seminars, workshops and invited lectures on topics like Research Methodology, Technology in Education, Data Analysis etc. Teachers are encouraged to apply for faculty development programmes and take up research projects.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

➤ ***Technical Support:*** All departments of the college are equipped with technical support in terms of interactive boards, LCD projectors, computers, internet connectivity etc. Students are encouraged to use facilities like *NLIST* e-resources, network resource centre, language lab etc. available in the college.

➤ ***Reading Materials:*** The college library has a large collection of books and the library subscribes to journals and periodicals which are helpful to the students to update their knowledge.

➤ ***Orientation Programme:*** At the beginning of each academic year, the institution organises an orientation programme for the first year students wherein the students are provided with a clear idea about the structure of academic programmes, internal evaluation process, grading/mark system etc.

➤ **Continuous Evaluation and Model Examinations:** The college conducts internal examinations, seminars, assignments etc. as an on-going process. The college conducts model examinations to familiarise the students about the pattern of university examinations.

➤ **Debates and Quiz Programmes:** Debates and quiz programmes in fields related to the curriculum are organised by various departments of the college.

➤ **Study Tours:** Departments organise study tours as part of the curriculum implementation process. Study tours provide opportunities for students to visit prestigious academic and research institutions, places of historical importance, industry establishments etc.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

➤ **Seminars/Workshops/Invited Lectures:** The college invites experts from industry, research bodies and the university as resource persons in seminars and workshops conducted at the college. Faculty members participate in seminars and conferences organized by universities, colleges and research institutions. They also participate in training programmes of the university.

➤ **Membership in Various Bodies:** Faculty members of the college officiate as members of university bodies such as the Board of Studies. Faculty members have membership in various professional bodies and serve as members of various expert committees.

➤ **Research Collaboration:** Faculty members of the college engage in collaborative research with academicians of universities and other academic institutions. The department of Chemistry has established research collaborations with international research institutions.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members /departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

Faculty members of the college act as members of the Board of Studies, Board of Examiners and other academic bodies of the affiliating university and other universities. They offer their expertise to the university in designing the curriculum.

Faculty members officiating in various academic bodies are

<i>Name of faculty member</i>	<i>Department</i>	<i>Positions held</i>
Dr. O C Aloysius	Commerce	<ul style="list-style-type: none"> ▪ Member, Board of Examiners, Calicut University ▪ Member, Question Paper Setting Panel, Calicut University
Dr. Solji K Thomas	Hindi	<ul style="list-style-type: none"> ▪ Member, Board of Studies, M G University
Dr. G N Prakash	Mathematics	<ul style="list-style-type: none"> ▪ Member, Question Paper Setting Panel, Kerala University ▪ Member, Board of Examiners, Kerala University
Sandhya J Nair	History	<ul style="list-style-type: none"> ▪ Member, Question Paper Setting Panel, Calicut University ▪ Member, Board of Examiners, Kannur University
Manoj Mathew	Physical Education	<ul style="list-style-type: none"> ▪ Member, Examination Vigilance Squad, M G University
Manju K	Malayalam	<ul style="list-style-type: none"> ▪ Member, Question Paper Setting Panel, Kerala University

The faculty members of the college participate in workshops organised by the university for curriculum development. Faculty members also participate in training programmes for faculty members organised by the university.

The principal of the college participates in principals' meetings convened by the university and feedback of the college to the university is presented in such meetings. Faculty members participating in meetings of various university level academic bodies also communicate institutional feedback to the university.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The college designs syllabus for add on courses conducted by various departments of the college. The syllabus of add-on courses are developed by an expert committee formed at the department. The syllabus is designed so as to help students

acquire skills required by employers.

1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The curriculum and syllabus of each course is framed with specific objectives and the teaching-learning process and methodology are adapted to ensure the achievement of these objectives.

➤ ***Periodic Review:*** Periodic meetings are conducted in departments to review the progress of academic and co-curricular activities.

➤ ***Result Analysis:*** Results of internal and external examinations are reviewed to analyse the attainment of course objectives.

➤ ***Student's Feedback:*** Feedback collected from students is analysed to determine the extent of academic achievement.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives, give details of the certificate/diploma/skill development courses etc., offered by the institution.

➤ ***Diploma in Computer Application:*** The Continuing Education Cell of the college, in collaboration with KELTRON, conducts a diploma course in Computer Application (DCA).

➤ ***Add-on Course in Journalism:*** Department of Malayalam conducted an add-on course in Journalism to provide students the basic lessons of journalism to help them find employment opportunities in media related fields.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

Although no dual degree programmes are offered by the college, students can obtain additional qualifications through the Additional Skill Acquisition Programme (ASAP) of the Department of Higher Education, conducted at the college. Students can also enrol the Diploma in Computer Application course conducted by the Continuing Education Cell of the college.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills

development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

The college follows the Choice Based Credit and Semester System (CBCSS) for UG programmes and Credit Semester System (CSS) for PG programmes. Core courses in the main subject, complementary courses in two related subjects, common courses in English and Hindi/Malayalam are offered to UG students.

UG students can choose an open course from a different stream of study in their fifth semester and an elective course is offered in the sixth semester.

➤ ***Range of Course Options Offered by the University and Opted by the College***

<i>Programme</i>	<i>Core Course</i>	<i>Complementary Courses</i>
B A Economics	Economics	Political Science and History
B A Malayalam	Malayalam	Sanskrit and Kerala Culture
B Com	Commerce	Nil
B Sc Chemistry	Chemistry	Mathematics and Physics
B Sc Mathematics	Mathematics	Physics and Statistics

➤ ***Choice Based Credit System and Range of Subject Options – Open Courses***

<i>Programme</i>	<i>Open courses offered by the college</i>
B A Economics	Foundations of Environmental Economics
B A Malayalam	Journalism – Fundamental Principles
B Com	Fundamentals of Accounting
B Sc Chemistry	Chemistry in Everyday Life
B Sc Mathematics	Applicable Mathematics
Physical Education	Physical Health and Life Skill Education

➤ ***List of Elective Courses for UG Programmes***

<i>Programme</i>	<i>Elective courses offered by the college</i>
B A Economics	Marketing Management
B A Malayalam	Malayalathile Sthreerachanakal
B Com	Finance and Taxation
B Sc Chemistry	Polymer Chemistry
B Sc Mathematics	Programming in C

Four elective courses are offered to PG students in the final year.

➤ **List of Elective Courses for PG Programmes**

Programme	Elective courses offered by the college
M A Malayalam	<ul style="list-style-type: none"> ▪ Jana Samskara Padanam ▪ Paribhasha: Sidhanthavum Prayogavum ▪ Sthreepaksha Rachanakal ▪ Puthusahithya Sameepanangal
M Com	<ul style="list-style-type: none"> ▪ International Finance ▪ Financial Markets and Derivatives ▪ Security Analysis and Portfolio Management

1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The college does not offer any self-financing programmes.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

➤ **ASAP:** The institution offers Additional Skill Acquisition Programme (ASAP), an innovative initiative of the Department of Higher Education of the Government of Kerala. ASAP is intended to enhance the employability of the students and equip them with industry relevant skills. A foundation course and various skill courses are offered by ASAP. The students can choose courses in different areas, depending on their aptitude. The students are given training in skill courses in such a way that the students’ skill-sets match the requirements of employers

➤ **DCA and Add-on Courses:** A diploma course in Computer Application (DCA) is conducted by the Continuing Education Cell of the college in collaboration with KELTRON. Add-on courses are conducted by various departments of the college.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

The university does not allow combining conventional and distance modes

of education.

However, a study centre of the Indira Gandhi National Open University (IGNOU) functions in the college which offers various UG and diploma programmes in distance education mode to the students and public.

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

- The college organises seminars and workshops for students to gain additional knowledge to supplement the curriculum.

- Open courses have been selected in parity with the goals and objectives of the college.

- Various departments organise invited lectures by experts.

- Additional reading materials such as books, journals and periodicals are made available to students.

- The Walk with a Scholar programme (WWS) provides proper guidance and support to students through mentoring and training to define and achieve career goals. It is a programme, initiated by the Department of Higher Education of the Government of Kerala and provides special mentoring and training to students according to their career perspective. The mentoring scheme is planned to identify the opportunities available for the students, the areas suitable for them, the manner in which the student should proceed to achieve them, and to evolve ways by which they can be acquired.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- The open courses chosen by the college for undergraduate students such as Fundamentals of Accounting, Fundamentals of Journalism etc. enable them to acquire skills needed in the employment market.

- The language lab functioning in the department of English helps students to improve their communication skills.

- Study of languages is adapted to enhance the translation skills of students to

achieve skills relevant for employment.

- NET coaching programme and Entry-into-services programme are conducted.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Topics relating to gender, climate change, environmental education, human rights, information and communication technology etc. have been incorporated in the curriculum and syllabi of various academic programmes of the college.

- A core course of B A Malayalam viz. Malayalathile Sthreerachanakal and a core course of M A Malayalam viz. Sthreepaksha Rachanakal specifically deals with gender issues.

- Two core courses of B A Malayalam viz. Kavithasamkramam and Kathasahithyam are intended to sensitize the students about issues such as inclusion, environmental consciousness, gender equality etc.

- Two common courses in Malayalam viz. Kavitha and Gadyam Rachana address issues such as environment, gender, human rights, inclusion etc.

- Gender issues, human rights, eco-criticism etc. are part of the syllabus of common courses in English.

- Human Rights is an integral part of the curriculum of the complementary course in Political Science.

- Department of Economics offers an open course Environmental Economics which deals with topics such as economy-ecology interlinks, global environmental issues, environmental impact assessments, etc.

- Theoretical and practical aspects of ICT are included in the curriculum of B Sc Mathematics programme.

- Computer Applications is an integral part of the B Com and M Com programmes.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- **Orientation Programme:** An orientation programme is organized by the college for newly admitted students every year. The orientation programme helps students to prepare for their academic and social life in the campus. Classes on methods

and strategies of learning, effective utilization of library and other resources, extension activities etc. also are provided.

➤ **Awareness Classes:** The Social Protection Cell, Women's Cell, Career Guidance Cell etc. organize awareness classes for students, which contribute to the holistic development of students.

➤ **NSS/NCC:** All the activities and programmes of NCC and NSS are designed to ensure the holistic development of students.

➤ **WWS:** The Walk with a Scholar programme also contributes to the overall development of students by organizing classes on personality development, career guidance etc.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The college initiated the following programmes, based on the feedback collected from various stakeholders such as students, faculty members and alumni.

- Orientation programme for first year students
- Communicative English training programme
- Computer awareness programme
- DCA course started by the Continuing Education cell
- Coaching classes for competitive examinations

Elective and open courses have been selected incorporating the feedback from stakeholders.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The progress of programmes like ASAP and WWS initiated by the Department of Collegiate Education is monitored by the respective state-level coordination committees. The effectiveness of such programmes is assessed based on the examination results of the students and the extent of skills developed as a result of such programmes. The college collects and analyses the placement records of the students who participates in such programmes.

The effectiveness of college level enrichment programmes is evaluated based on student feedback. The positive outcomes of such programmes on the overall development of students and on the academic and social atmosphere of the college also

are evaluated.

1.4 FEEDBACK SYSTEM

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Faculty members of the college officiate as members of Board of Studies, textbook committees, Board of Examiners etc. of the affiliating university. They contribute to the curriculum design and development process, preparation, conduct and evaluation of university examinations etc.

The faculty members of various departments participate in the curriculum design programmes of the university. They also attend workshops on curriculum design and contribute to the framing of syllabus of various programmes.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The feedback of students on the quality and effectiveness of academic programmes, curriculum and syllabus are collected as part of the feedback system developed by the IQAC. The report of the analysis of feedback is included in the academic audit report.

The principal participates in principals' meetings convened by the university and communicates the feedback to the university. Faculty members express their opinions in meetings of Board of Studies, examiners' board etc. conducted by the university.

Based on the feedback collected from students, innovative teaching methods have been introduced and technology based learning is made possible by installing ICT facilities in classrooms.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

The college started a new course *M Com with specialization in Finance* in 2012-13.

The college offers B Com programme with a strength of sixty students. The academic performance of B Com students is very good as evidenced by the near hundred pass percentage. However, many of the B Com graduates, who come from remote locations of the Idukki district and from financially backward circumstances, were unable to pursue higher education because of the absence of M Com programme in Government sector in Idukki district. Many of the colleges offering M Com programme is self-financing and, therefore, the need for starting an M Com programme in a Government college in Idukki district was self-evident.

M Com course is of high demand in Kerala as it opens several job opportunities to the qualified students. M Com graduates with specialization in finance is in high demand, but offered in a few colleges only. In these circumstances, M Com programme with specialization in finance was sanctioned by the Government in 2012-13.

CRITERION II

TEACHING–LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college is affiliated to Mahatma Gandhi University, Kottayam and admission to all academic programmes of the college is conducted through the Centralized Allotment Process (CAP) of the university. At the beginning of the academic year, notifications are issued by university for admission to various programmes conducted at affiliated colleges. The notification is publicised through newspapers, visual media and the university website. A detailed prospectus containing information about programmes and number of seats, admission criteria, reservation rules etc. also is published on the website.

A web portal has been developed by the university for managing the admission process. Students can register in the online admission portal of the university to submit applications for admission to colleges and programmes of their choice.

Important information such as dates for registration, date of publication of allotment of seats, dates of admission etc. are publicised by the university through press notifications.

A help desk functions in the college to assist prospective students in the registration process at the university portal.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

➤ Criteria for Admission

All rules and regulations of the government are strictly followed by the college and the university in the admission process. Admission to all programmes conducted in the college is purely based on academic merit.

<i>Programme</i>	<i>Index Mark</i>
B Sc	Marks for Higher Secondary examination + Marks for the subject for which admission is sought + Bonus marks – Handicap marks
B A / B Com	Marks for Higher Secondary examination + Marks for the subject for which admission is sought + Weightage marks + Bonus marks – Handicap marks
M Sc / M Com	Marks for B Sc / B Com examination + Marks for the subject for which admission is sought + Bonus marks – Handicap marks
M A	Marks for Degree examination + Marks for the subject for which admission is sought + Weightage marks + Bonus marks – Handicap marks

Weightage Marks: If the subject for which admission is sought is a subject of study at Higher Secondary/ Degree level, weightage marks are awarded.

Bonus Marks: Bonus marks are given to candidates who are dependents of Ex-servicemen and for students who have NCC/NSS certificates at higher secondary/ degree level.

Handicap Marks: Handicap marks are deducted for each additional appearance in the qualifying examination.

All reservation policies of the government are strictly followed. Seats are reserved for students of SC, ST, OBC and EBFC (Economically Backward in Forward Communities) categories.

Seats reserved under various categories are given below:

<i>Sl. No</i>	<i>Reservation Category</i>	<i>% of reservation</i>
1	Open quota (On the basis of merit)	50
2	Socially and Economically backward Classes	20
	a. Ezhava	8
	b. Muslim	7
	c. Latin Catholic	1
	d. Other Backward Christians	1
	e. Other Backward Hindus	3
3	Economically Backward in Forward Communities (EBFC)	10
4	SC/ST	20

Three per cent of seats for each course is reserved for persons with disabilities and one per cent each is reserved for blind, deaf and orthopedically challenged candidates.

Two seats each in all UG programmes and one seat each in PG programmes are reserved in sports quota. One seat in each UG programme is reserved in cultural quota. Additional seats are created for students sponsored by the Union Territory of Lakshadweep.

Process of Admission

➤ ***Admission Notification:*** The University publishes admission notification which is publicised through print and visual media. Detailed notification is published on the university website. Candidates register at the online admission portal of the university and they can submit applications to programmes of their choice.

➤ ***Enrolment (First Allotment):*** The university publishes a first allotment list in which students are allotted admission to various programmes based on merit, choice and availability of seats. Students secure admission by reporting at colleges with the necessary documents.

➤ ***Enrolment (Second Allotment):*** A second allotment is conducted for admission to seats that remain vacant after the first allotment.

➤ ***Supplementary and Spot Allotment:*** Supplementary allotment for students of SC/ST categories is conducted by the university after the second allotment. A spot allotment is conducted at the college for seats that remain vacant all allotments.

➤ ***Sports and Cultural Quota:*** Admission to seats reserved under sports and cultural quota are conducted at the college based on the merit list prepared as per the regulations of the government and the university.

Details of students admitted to the college are uploaded to the admission portal by the college. This information is used in the online examination portal of the university.

The college has constituted an Admission Committee to coordinate and monitor the admission process at the college.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

<i>Programme</i>		<i>Minimum marks</i>	<i>Maximum marks</i>	<i>Minimum marks (other colleges)</i>	<i>Maximum marks (other colleges)</i>
Science	B Sc Chemistry	55	97	84	95
	B Sc Mathematics	62	97	80	94
Arts	B A Economics	63	92	NA	
	B A Malayalam	60	90	55	80
	M A Malayalam	63	84	NA	
Commerce	B Com	63	98	78	94
	M Com	74	92	NA	

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?

At the time of admission, detailed academic and personal profiles of students are collected by the college. The Admission Committee analyses the student profiles each year and study factors such as minimum and maximum marks of students admitted in each programme, socio-economic profile of students, demand ratio etc.

If the academic profile of a batch or a group necessitates, bridge courses are conducted for newly joined students in various subjects. The college applies to the university for increase of the number of seats of programmes for which the demand ratio of is found to be high.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students (SC/ST, OBC, Women, Differently abled, Economically weaker sections, Minority community, Any other), enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

The college strictly follows all reservation policies of the government. Seats are reserved for students of SC/ST, OBC, differently abled, and EBFC (Economically Backward in Forward Communities) categories.

An analysis of the student profile reveals that students of all sections of the college can gain admission to the programmes of the college thus making the student

community of the college a cross section of the society. Percentages of students belonging to SC and OBC categories are higher than the minimum stipulated in the reservation rules. Also, the college has a majority of women students.

<i>Category</i>	<i>Percentage of seats reserved</i>	<i>Percentage of students admitted</i>
<i>SC</i>	14	18.68
<i>ST</i>	7	2.74
<i>OBC</i>	20	32.96
<i>Economically weaker sections</i>	10	10
<i>Differently abled</i>	3	2.74
<i>Women</i>	Nil	78

2.1.6 Provide the following details (demand ratio) for various programmes offered by the institution during the last four years and comment on the trends. i.e. Reasons for increase / decrease and actions initiated for improvement.

A large number of applications are received for admission to the undergraduate and postgraduate programmes of the college through the online centralized allotment process of the university. Since the number of seats is limited, only a small percentage of students applying can secure admission in the college. As a result of this high demand, the index mark of admission to various programmes shows an increasing trend year after year.

2.2 CATERING TO STUDENT DIVERSITY

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to Government policies in this regard?

As per the regulations of the Government, three per cent of the seats to all programmes are reserved for differently abled students. The college provides special academic and infrastructure facilities for differently abled students and give special consideration to their requirements.

➤ **Vehicle access:** Differently abled students are provided with vehicle access to all buildings of the college. Classrooms are allotted in the ground floor for batches in

which differently abled students are admitted.

➤ **Three-Wheeler Facility:** The college collaborates with the Block Panchayat to make available a three wheeler vehicles for differently abled students.

➤ **Ramp Facility:** Ramp facility has been constructed for differently abled students in the main block and the new academic block.

➤ **Scribes Facility:** The college, as per the regulations of the university, allows differently abled students to employ the services of scribes in university examinations.

➤ **Extra Time:** Extra time is allowed for differently abled students in university examinations.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The bio data of students collected during the admission process is examined to make an assessment of the skills and knowledge of the students admitted to various academic programmes of the college.

An orientation class is organized for newly admitted students each year. Internal and external experts take classes about the curriculum and syllabus, facilities available in the college, the relevance and participation in extra-curricular activities etc.

A highly effective tutorial system is implemented in the college. Each class is allotted to a class tutor. The class tutor establishes a personal relationship with the students assigned to him/her and thus identifies their skills and calibre in academic and extra-curricular fields. The tutor provides academic and personal support to students. Teachers in charges of various clubs and associations are in constant touch with the students and hence identify and understand the needs of the students.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge /Remedial/ Add-on/ Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

➤ **Bridge Programme:** Various departments of the college conduct bridge programmes for the newly admitted students in undergraduate courses to bridge their knowledge gap and for the effective learning of various subjects at the graduate level.

➤ **Orientation Class:** The Academic Committee of the college organizes an orientation class for the newly admitted students wherein a detailed idea about the

vision, mission and objectives of the college, curriculum and syllabus, internal evaluation process, extra-curricular activities of the college, etc. are provided to the students. Information regarding the facilities such as library, computer lab, network resource centre etc. also is provided.

➤ **Remedial Coaching:** Remedial coaching programmes are conducted for slow learners identified based on the academic performance and interaction with tutors. Classes are conducted in the tutorial hours.

➤ **Scholar Support Programme:** Scholar Support Programme is a new initiative of the Department of Collegiate Education in which additional academic support is offered to students in subjects in which additional coaching is required. The subjects are identified based on the analysis of the results of examinations. Special classes are taken and additional study material is distributed as part of the Scholar support programme.

➤ **Add-on Courses:** various departments of the college conduct add-on courses on topics which are relevant for acquiring skills needed for finding employment in different fields.

➤ **Interaction with Experts:** Interactive sessions with scholars and experts are organized at the department level wherein the students actively interact with the experts in various fields.

➤ **Online Classes:** Online classes of eminent scholars are made available to the students through the Edusat studio set up in the college. Students can interact with the resource persons using the video conferencing facility of the *Edusat* studio.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Topics relating to gender, inclusion, environment etc. are integral parts of the curriculum and syllabi of various academic programmes of the college.

➤ Core courses of B A Malayalam and M A Malayalam specifically deal with gender issues

➤ Common courses in English and Malayalam, which are offered to all under graduate students deal with issues such as gender, inclusion, environment

➤ Department of Economics offers an open course *Foundations of Environmental Economics*

About seventy-eight per cent of the students of the college are women. About half of the teaching and non-teaching staff also are women. Committees such as the Women's Cell, Equal Opportunity Cell, SC/ST Cell etc. function in the college to sensitize staff and students on issues of gender and inclusion. Clubs such as farm club, nature club etc. also function in the college which inculcates environmental consciousness in students through various activities.

➤ **Women's Cell:** A Women's Cell function in the college to ensure and promote women empowerment. The cell organizes activities such as counselling programmes, legal awareness classes etc.

➤ **Equal Opportunity Cell:** Equal Opportunity Cell has been established in the college as per the guidelines of the UGC to monitor the effective implementation of policies and programmes for disadvantaged groups. The cell provides guidance and counselling with respect to academic, financial and social matters and to enhance diversity within the campus. It also disseminates information related to schemes and programmes for the welfare of students from the disadvantaged groups.

➤ **CASH:** Committee Against Sexual Harassment (CASH) has been established in the college as per the guidelines of UGC. The aim of the committee is to prevent discrimination and sexual harassment against women.

➤ **Women's Helpline:** A women help line of the police is established in the college and a complaint box is set up for the girl students. They are informed of the facility by the women's cell and helpline numbers are also publicised.

➤ **SC/ST Cell:** The SC/ST Cell monitors the implementation of the affirmative policies of the Government for SCs / STs in the college. It also monitors the working of schemes for SCs/STs like the remedial coaching scheme.

➤ **Janamaitri Police Unit:** A unit of the Janamaitri Police which includes the beat police officer, people's representative of the locality, student representative, teacher representative and the PTA functions in the college. The unit vigilantly monitors the social atmosphere so that the weaker sections of the society are not sidelined.

➤ **Nature Club:** The club organizes nature camps every year in collaboration with the Department of Forests and Wildlife for a better understanding of the environment. The club, in collaboration with the local community, participates in organic farming of paddy in the nearby field.

➤ **Farm Club:** The Farm Club, with the assistance of the Department of Agriculture, organize organic farming in the campus. The students can familiarise with the methods of organic farming thereby learning about the necessity to protect and preserve the environment.

➤ **NSS/NCC:** Most of the students in the college are members of either NSS or NCC. These organizations foster mutual respect and cooperation between the students of all categories. They play a vital role in promoting gender harmony. The NCC and NSS units of the college promote and encourage the inclusion of the marginalized and weaker sections of the student community by providing them equal opportunities for achievements in various fields. Through the various camps of these organizations, the students get awareness of the environment they live in. They also get training to conserve and preserve nature.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The college identifies advanced learners by analysing the academic performance and through the interaction of tutors with students inside and outside classroom.

➤ **Library and e-resources:** Advanced learners are advised to utilise additional materials to gain deeper knowledge in their fields of interest. They are guided by faculty members to utilise the reference books and journals available in the library. Facilities are available in the college to utilise various e-resources such as e-books and e-journals.

➤ **Walk with Scholar Programme:** Walk with a Scholar programme, a new initiative Department of Higher Education, has been implemented in the college. The Walk with a Scholar programme is intended to provide guidance and orientation for the ambitious students of under graduate programmes. The programme is based on the concept of mentoring where the mentoring scheme is planned to identify the opportunities available for the scholars based on their interests. Services of external and internal mentors are made available to students as part of this scheme. Visits to eminent institutions such as IITs or IIMs are arranged as part of the WWS scheme.

➤ **Guidance for P G Admission:** Faculty members guide students by providing information on higher education opportunities available in and out of the state and gives special coaching for the entrance examinations for admission to the PG courses of

reputed universities.

➤ **NET/SET coaching:** Coaching classes for national eligibility test is also conducted for PG students.

In addition to these programmes advanced learners are guided and encouraged to participate in seminars and workshops conducted at other reputed institutions.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The college identifies students at risk of drop out through an analysis of results of external and internal examinations and through the interaction of class tutors with students. Drop out of students due to academic and financial reasons is rare. However, some of the students drop their study to take up employment and a few of the female students drop out after getting married. Some students are compelled to drop their study due to chronic deceases.

The details of drop out rates for the last couple of years are as follows:

<i>Programme</i>		<i>Percentage of drop out</i>	
		<i>2013-14</i>	<i>2014-15</i>
Science	B. Sc Chemistry	00	00
	B. Sc Mathematics	00	05
Arts	B. A Economics	06	08
	B. A Malayalam	10	12
	M. A Malayalam	08	08
Commerce	B. Com	08	02
	M. Com	08	00

The college offers additional training to students facing academic challenges through remedial coaching programme and Scholar Support Programme. Special care is given for students at risk of drop out and financial assistance is arranged if necessary. Departments conduct class level PTA meetings in which class tutors

interact with parents of the students at risk of drop out. Academic and psycho-social counselling also is provided for students.

The fees levied from students are nominal and scholarships, fee concession, stipend etc. are available for students. Therefore, dropout rate due to financial difficulties is low.

2.3 TEACHING-LEARNING PROCESS

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

➤ **Academic Calendar:** Based on the university academic calendar, the Academic Committee of the college prepares its own academic calendar in consultation with the College Council to plan the academic activities of the academic year. The committee prepares a master time table also. Academic activities such as seminars, workshops, conferences etc. to be conducted during an academic year also are scheduled and planned in advance. The college strictly follows the schedule specified in the academic calendar of the university in preparing the college level academic calendar.

➤ **Teaching Plan:** A department level academic schedule is planned and prepared in all departments based on the academic calendar of the college. The prescribed syllabus is divided among the teachers. The teachers prepare teaching plans for each course. The department council is convened regularly to ensure the progress of the completion of the syllabus.

➤ **Evaluation Blue Print:** External evaluation activities including university examinations are conducted as per the schedule published by the university. An Internal Evaluation Committee has been constituted in the college to ensure the smooth conduct of continuous evaluation in the college. Internal and model examinations are conducted in each semester under the guidance and supervision of the internal evaluation committee. The College Council, Academic Committee and IQAC of the college extend support and co-operation to the internal evaluation committee in this regard.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC monitors and analyses the progress of teaching and learning process in the college and puts forward suggestions for improvement of teaching

quality. IQAC analyses the results of external and internal evaluation to study student progression. IQAC conducts a feedback survey among students and analyses the feedback and makes recommendations for improvement of teaching quality.

The report of feedback and other recommendations of IQAC are included in the academic audit report of the IQAC. It also organizes workshops and seminars by external experts on quality enhancement for faculty members.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The following activities are implemented in the college to make the learning more student-centric:

➤ ***Group Discussions and Projects:*** Group discussions and group projects give opportunity to the students to explore and probe deep into the subject. Students get opportunities to express their innovative ideas and viewpoints on various topics through these activities.

➤ ***Debates:*** Debates are organized by various departments on topics related to the curriculum. Debates are also organised on topics of contemporary relevance in which students from all departments participate.

➤ ***Open Courses:*** All major departments offer open courses and UG students can select an open course of their choice. Open courses are intended to promote interdisciplinary learning.

➤ ***Online Study Materials:*** Open learning platforms like *moodle* have been installed in the college website which encourages collaborative learning among students and teachers. Study materials are made available to students through these platforms.

➤ ***Edusat:*** Online classes of eminent scholars are made available through the Edusat studio established in the college.

➤ ***UGC Nlist-inflibnet:*** Nlist-Inflibnet is subscribed in the college which allows the students to supplement their learning. They can explore the subject on their own by using the resources available through these facilities.

➤ ***Library:*** A large number of books, journals, periodicals and other reference materials are available in the library. Students can utilise the facilities available in the library for independent learning.

➤ **E-resources:** Internet connectivity has been made available in the departments, library and network resource centre of the college which allows the students to use online e-resources for academic purposes.

➤ **Innovative Teaching Methods:** ICT enabled classrooms, seminars, assignments; presentations etc. enhance interactive learning among students.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

➤ **Methodology Courses:** A clear idea of methodology is necessary for the attainment of scientific attitude in learning. Unique methods are needed for the effective transaction of ideas. The university has included methodology courses in the syllabus of UG programmes. As a result, the students become able to utilise their skills and abilities critically and scientifically. .

➤ **Open Courses:** Open courses are offered for UG students through which the students get a basic knowledge on different subjects and develop inter disciplinary learning.

➤ **Discussions and Debates:** Discussions and debates provide opportunities for students to convert the classrooms into an arena for the expression of creative and innovative ideas and opinions. The contemporary socio political and cultural issues and scientific inventions and discoveries are discussed in relation with the syllabus so as to develop critical thinking and creative skills of students.

➤ **Seminars:** Class seminars are an integral part of continuing evaluation. The various aspects of each topic are discussed in the class during seminar presentations through which the critical thinking ability and communication skills of students are enhanced. Students also participate in discussions in seminars and workshops where they get opportunities to interact with eminent academicians.

➤ **Invited Lectures:** Eminent scholars visit the college and give lectures on various topics to create a deep understanding among students in new disciplines, discoveries and cultural trends. Through these lectures, the creative skills and scientific temper of students are enhanced.

➤ **Art Performances:** Performances of the indigenous art forms are organised in the college as part of the teaching learning process. Through these performances, students develop interest in creative art forms and improve their creative abilities.

➤ **Exhibitions:** Scientific temper of students is developed and enhanced through science exhibitions organised in the college. Science exhibitions are organised by various departments also.

➤ **Mentoring:** Class tutors provide practical suggestions and guidance to the students to realize and reveal their abilities and skills in different fields. As a result, the students of the college have shown considerable improvement in various fields. They participate and win competitions like university festivals, inter collegiate debates, quizzes, essay competitions etc.

➤ **Quiz and Debate Programmes:** The quiz and debate programmes conducted by different departments enhance the ability of critical thinking and creativity among the students.

➤ **Arts Festival:** The Music Club and Arts Club functioning in the college help nurturing the creative talents of the students and give opportunities for students to recognize their skills. The college conducts arts festivals every year to encourage the talents of students. Many other cultural and art programmes are conducted by various departments through which the students show case their creative vigour and talents.

➤ **Magazines and Posters:** The college publishes an annual college magazine in addition to departmental magazines, magazines of various clubs etc. The college organizes poster designing competitions and poster presentations in connection with the observance of various days of importance.

➤ **NSS/NCC:** Through the various camps organized by the NSS and NCC units, students get s opportunities for the expression of their creative talents. The seven day camps of the NSS and the ATC camps of the NCC are examples of such endeavours.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

➤ **Smart Class Rooms and Interactive Boards:** Modern technological teaching aids like LCD Projectors and interactive boards are installed in classrooms. Teachers regularly employ these technologies which enhance the effectiveness of the teaching learning process.

➤ **Internet Connectivity:** Internet connectivity is available in departments and class rooms. The students and the teachers employ possibilities for self-learning and further references by employing various e-resources available on the internet.

➤ **Edusat:** Online classes and the recorded sessions of eminent professors and scholars are made available through the Edusat studio.

➤ **Nlist-Inflibnet:** NLIST facility helps the teachers as well as the students to access e-books and e-journals on various subjects.

➤ **Language Lab:** The language lab of the English department provides good opportunities for the students to develop their communication skill.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

➤ **Blended Learning:** The course materials, notes and other necessary prerequisites for the students are made available on the college website using *moodle* software so that the students can access them at their will at any time.

➤ **Expert Lectures:** Eminent scholars and academicians with national and international recognition are invited to the college to deliver expert lectures in the subjects concerned. About fifteen such lectures have been conducted in the college during the last four years.

➤ **Seminars:** Seminars are organized by different departments to enable the students and teachers to get updated with the innovations and recent trends in various subjects. During the last five years, about fifteen national seminars, two international seminars and some state level seminars have been organised in the college.

➤ **Workshops:** Workshops are regularly organized in the college for the meticulous learning of different subjects such as:

- Statistical techniques and research methodology
- Advanced research methodology in social science research
- Micro finance and financial inclusion
- Research methodology, data analysis and structural equation modelling
- Drama and other performing arts

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

The following facilities or activities are provided in the college for the academic, personal and psychosocial development of the students:

➤ **Remedial Coaching Programme:** Remedial coaching programme is intended to give extra coaching for the slow learners.

➤ **Scholar Support Programme:** Scholar Support Programme is conducted to provide additional coaching in subjects in which students face academic difficulties. Additional classes are conducted and study materials are distributed as part of this programme.

➤ **Walk with a Scholar Programme:** Selected students are provided with academic mentoring under the Walk with a Scholar Programme. The teacher acts as a mentor, facilitator and guide. He/she helps the students to achieve their career goals by giving them guidance and support for further learning.

➤ **Legal Awareness Programmes:** The Women's Cell of the institution conducts awareness programmes and organises invited talks by experts. The cell also provides counselling facilities, especially for women students, by inviting professional counsellors and extends support and care to those who experience psychological and emotional problems.

➤ **NSS/NCC:** NSS and NCC units provide opportunities for students to groom themselves in to the main stream of the society through various personality development activities.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

➤ **Smart Classrooms:** Classrooms have been modernised with technological facilities such as LCD projectors, interactive boards etc. and teachers incorporate online resources and interactive materials in the teaching learning process.

➤ **Language Lab:** The language lab established in the department of English is used for the improvement of communication skills of the students. Students of all departments utilise the facilities available in the language lab.

➤ **Software:** Office, programming, data analysis, scientific and accounting software are made available in the computer labs of the college.

➤ **Workshops:** Workshops on different subjects are regularly organized for the effective transaction of the curriculum.

➤ **Performance/Demonstration Classes:** The students learn poetry, drama, story etc. through performances and acting.

2.3.9 How are library resources used to augment the teaching- learning process?

The college library has a rich collection of over 30000 books and a considerable number of journals, periodicals and dailies. The library resources are very much useful to the students in acquiring a deeper knowledge on the subjects of study.

The library does have adequate number of textbooks and reference books on various subjects which can be referred to by the teachers and students. Textbooks and reference books are prescribed in the syllabus of courses offered for UG and PG students. The Library Advisory Committee assures that sufficient number of copies of textbooks are available.

As part of the continuous evaluation process, students submit assignments and project reports, which require extensive use of reference materials, journals, e-books and e-journals available in the library. In addition to text books and reference books prescribed in the syllabus, students can gain advanced knowledge in various subjects by referring to advanced level books in various subjects.

Books on general knowledge, encyclopedias, books for preparation of competitive examinations etc. also are available in the library and are utilized by students.

A large number of literary books in English and Malayalam including classics are available in the library which are widely read by staff and students. Faculty members and library staff extend guidance to students to make effective use of resources available in the library. Project reports, dissertations, theses etc. of faculty members and students also are available in the library and students can refer to them.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The number of working days in a semester is fixed to be 90 and the curricula and syllabus of all programmes are framed accordingly. However, the actual

teaching days in a semester is sometimes less than this prescribed number of working days due to unforeseen reasons.

The college makes all efforts to compensate for the working days lost by arranging special classes. It is assured that the whole syllabus is covered in classrooms. It is also assured that continuous evaluation processes such as assignments, seminars, internal examinations etc. are completed in time.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The college collects and analyses the results of internal and external evaluation. The results of students of the college are compared with university averages. Results are also compared with those of previous batches. Improvement of teacher quality is reflected in student progress.

The IQAC and the Academic Committee of the institution distribute structured feedback questionnaires and the students are asked to evaluate the available infrastructural facilities for teaching-learning, quality of teaching etc. The committee analyses the results in detail and necessary measures are taken for improvement. The IQAC plans and implements strategies for making teaching-learning process more effective.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Since it is a Government institution, the permanent faculty members of the college are recruited by the Kerala Public Service Commission. The college reports vacancies of teaching staff in the college to the Director of Collegiate Education who reports the vacancies to the Kerala Public Service Commission. The KPSC prepares a rank list for the post of lecturers based on the marks obtained in the qualifying examination, written examination and interview. Assistant professors are appointed from this rank list which remains in force for three years.

Faculty members are eligible for transfer to all Government colleges under

the Department of Collegiate Education, subject to the regulations of the Government.

Guest faculty members are appointed by the principal of the college. Proper notification in this regard is given in the newspapers. Based on the interview and marks of qualifying examination, the most meritorious candidate is selected for the post. Those who hold NET certificate or Ph D get priority for selection.

The following table shows the details of permanent and temporary faculty members:

<i>Highest qualification</i>	<i>Principal</i>		<i>Associate Professor</i>		<i>Assistant Professor</i>		<i>Total</i>
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	
<i>Permanent Teachers</i>							
<i>Ph.D.</i>		01	01		04	02	08
<i>M.Phil.</i>					03	03	06
<i>PG</i>					09	08	17
<i>Temporary Teachers</i>							
<i>M.Phil.</i>					01		01
<i>PG</i>					02	01	03

The institution extends all support for the career growth and development of the teachers. The college encourages faculty members to participate in professional development programmes. Supportive and conducive institutional climate is ensured in the college.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The college has not yet started new programmes like biotechnology, IT, bioinformatics etc. However, recent trends in various fields have been incorporated into the curriculum and syllabus of existing programmes.

➤ **Refresher and Orientation Courses:** The institution constantly encourages the

existing faculty members to participate in the refresher and orientation courses to update their knowledge. Most of the teachers have participated in IT oriented refresher courses and orientation programmes.

➤ **Participation in National Seminars and Workshops:** The institution encourages the teachers to participate in national seminars and workshops for which duty leave is sanctioned as per Government rules.

➤ **Malayalam Computing Programme:** The teachers are given practical training in Malayalam Computing for the better use of Malayalam e-resources.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

Nomination to Staff Development Programmes

The number of faculties nominated to staff development programme for the last four years are provided below:

<i>Academic staff development Programmes</i>	<i>Number of faculty nominated</i>
Refresher courses	13
HRD programmes	15
Orientation programmes	16
Staff training conducted by the university	12
Staff training conducted by other institutions	08
Summer / winter schools, workshops, etc.	49

Faculty Training Programmes Organized by the Institution to Empower and Enable the Use of Various Tools and Technology for Improved Teaching-Learning

The institution avails plan fund of the Government of Kerala to conduct seminars, workshops etc. Many of the departments conduct seminars and workshops

every year by using plan fund on topics like teaching learning methods, handling of new curriculum, content and knowledge management, selection, development and use of enrichment materials, cross cutting issues, audio visual aids and multimedia, teaching learning material development, research methodology and data analysis etc.

Department	Number of workshops / seminars / invited talks conducted for the last four years				
	2011-12	2012-13	2013-14	2014-15	2015-16
Commerce	01	01 (invited talk)	01	01	01
Malayalam	04	03	03	05	07
Mathematics	-	01	01	-	01 (invited talk)
Chemistry	-	-	01	01	01
Economics	-	01	01	01	
English	-	-	-	-	01
Hindi	-	-	01	-	-

Percentage of Faculty:

- Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies : 25
- Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies : 74
- Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies : 45

2.4.4 What policies / systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Research Grants:

➤ **The UGC Faculty Recharge Programme:** The institution encourages the teachers to apply for the research grant of the UGC under the faculty recharge programmes.

➤ **Faculty Development Programme:** The teachers are encouraged to apply for the UGC/ICSSR faculty development programmes wherein they get two or three years of leave with salary to complete their research towards Ph D or M Phil degree.

Faculty members who utilised the FDP scheme in the last few years are

<i>Sl No</i>	<i>Name of the faculty</i>	<i>Department</i>	<i>Year</i>
1	Dr. Kannan V	Chemistry	2010-11
2	Dr. O C Aloysius	Commerce	2009-2012
3	Dr. Santhimol M C	Commerce	2012-14
4	Dr. Prakash G N	Mathematics	2009-2012
5	Simi Sebastian	Statistics	2012-15
6	P. Jayakumar	Chemistry	2009-2012
7	Venugopal B.	Chemistry	2015-2018
8	Biveesh U C	Political science	2013-2016

➤ **Minor/ Major Projects:** The institution encourages and supports the faculty members to apply for the Major/ Minor projects of UGc and other funding agencies.

➤ **Study Leave:**

▪ *Leave for Post Doctoral Research:* The faculty can avail study leave for post doctoral research in any of the universities in India and abroad.

▪ *Leave for Resource Persons:* The teachers are sanctioned duty leave for taking classes in other institutions as resource persons.

▪ *Orientation/ Refresher Courses:* The teachers are allowed to avail leave, a maximum of thirty days, for participating in orientation and refresher courses.

➤ **Support for Research and Academic Publications:** The various academies and boards under the Government of Kerala provide financial support for academic and research publications of the faculty members. The teachers are given the necessary academic freedom for their individual research and the publication of their works.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The institutional environment is highly conducive for the academic excellence of the faculty members and the institution has a culture of constantly encouraging and recognizing faculty members of academic excellence. It encourages the faculty members to participate in various seminars, workshops, training and to take membership in academic and professional bodies.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The IQAC of the college annually collects students' feedback on the performance of the college, departments and teachers.

The teacher feedback process is designed to evaluate parameters such as

- Knowledge base of the teacher
- Communication skills
- Mentoring and helping mentality
- Regularity and punctuality

The result of the analysis of feedback is subjected to detailed discussions among faculty members and strategies are developed for improving the quality of the teaching-learning process.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

➤ **College Handbook:** Almost all the information about the college especially about the evaluation criteria and the salient features of the CBCSS system are available in the college handbook. It helps the students to have an understanding about the evaluation process.

➤ **Orientation Class:** The college conducts orientation classes for the first semester UG and PG students immediately after their admission. A clear idea is given to the students about the continuous evaluation process and the necessity to go through each and every evaluation process.

➤ **Previous Question Papers:** The previous question papers of university examinations are made available to the students at the library. The students can refer to these question papers. This enables the students to familiarise with the evaluation pattern.

➤ **Examinations:** The college regularly conducts internal as well as model examinations in each semester. As a result, the students become familiarized with the

examination pattern of the university. In addition to this, class tests are also conducted.

➤ **Training Programmes:** Many of the faculty members have attended training programmes and workshops conducted by the university on new evaluation systems like CSS and CBCSS. Those who have received such training impart the new methods to the other faculty members of the college.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The introduction of choice based credit and semester system (CBCSS) for under graduate programmes and credit and semester system (CSS) for post graduate programmes by the university have made drastic changes in the curriculum and the evaluation process. Many innovations have been implemented in this regard.

➤ **Online Examination Portal:** M G University has introduced online examination management system for all courses. The application forms of the students for the semester examinations are submitted online from the college. The university issues the hall tickets online. The internal evaluation marks of the students also are uploaded to the university through the portal. The marks of the written examinations are uploaded to the same portal directly from the centralized valuation camp itself. The final result also is published in the portal.

➤ **Centralized internal evaluation:** The institution has an internal examination committee headed by the vice-principal of the college. It conducts and supervises the internal examinations and ensures the publication of results in time. The model examinations conducted by the college give an opportunity to the students to know about the pattern of the university examination.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The institution supports the University for the effective implementation of its evaluation reforms for which the college has adopted the following measures:

➤ **External Evaluation Process:** In order to conduct the university examinations efficiently, the principal acts as the chief superintendent and he/she is supported by a faculty member as the senior assistant superintendent. The invigilation duty is assigned to faculty members who discharge the duty with utmost care and diligence. The norms of the university in this regard are strictly followed.

➤ **Internal Evaluation Process:** The Internal Examination Committee of the college monitors the conduct of the internal evaluation process. It ensures that the results are published in time.

➤ **Publication of the internal Evaluation Result:** Each department publishes the draft evaluation result before finalizing the same so that the students get an opportunity to examine the internal evaluation marks awarded to them. The final draft is published after redressing grievances, if any.

➤ **Class Tests:** Class tests also are conducted to evaluate the performance of the students as part of the internal evaluation process.

➤ **Group Activities:** The students are assigned with group activities which are to be presented collectively by a group of students. This enhances the skill of the students to work as a team and instils confidence in them.

➤ **Seminar Presentation:** Student seminars are an important element of internal evaluation. Students can utilise the ICT facilities available in the college for seminar presentations.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The college effectively implements formative assessment to monitor student progress during his or her study at the college. The main components of formative assessment are assignments, seminars, class discussions, internal examination etc.

The formative assessment helps the students to identify their strengths and weaknesses and teachers to respond to the needs of the students accordingly. The positive impacts of formative evaluation include confidence gained by students to appear in examinations in a professional manner, better communication skills and presentation skills, skills such as independent learning, critical thinking etc.

The summative assessment is intended to evaluate student learning and consists of the following components such as final examination, project, dissertation, viva-voce examination etc.

The results of summative assessment are used to formulate strategies for

effective teaching and learning in subsequent courses.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

The internal assessment process of the college is transparent and unbiased. The marks are awarded purely based on the norms and regulations of the university.

➤ ***Weightage for Behavioural Aspects:*** Weightage is given for behavioural aspects in the internal assessment system where a student gets marks for regular attendance in the class, lab, and for the submission of assignments, seminars, and reports in time.

➤ ***Independent Learning:*** The institution encourages and supports independent learning of the students. The students are encouraged to collect materials and other data for their assignments, seminar, and projects independently. They are awarded marks for their own innovations and contributions when they present the same.

➤ ***Communication Skill:*** Communication skill is an essential requirement for the effective transaction of an idea in to the audience. Weightage marks are awarded to the students for the proper voice modulation, body language and gestures during seminar and project presentations.

2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The college specifies the following graduate attributes:

➤ ***Academic Excellence:*** The student grasps the practical and theoretical foundations of the subject concerned, and a sustained and lifelong interest in the subject is acquired. Based on the foundations attained through the course, the student becomes able to pursue further research and creative innovations.

➤ ***Professional Excellence:*** The student acquires transferrable skills such as analytical ability and effective communication. This automatically uplifts the professional competence of the students.

➤ ***Critical Thinking:*** The student develops critical thinking ability for pursuing higher education and research.

➤ **Systematic Knowledge:** The student acquires systematic and coherent knowledge of the field of study

➤ **Analytical Skills:** The student develops analytical skills and ability to link the theories they learned in the class with the practical situations.

➤ **Communication Skills:** The student acquires excellent written and oral communication skills to cope with the globalised professional environment.

➤ **Social Commitment:** Through the many co-curricular and extra-curricular activities conducted in the college, qualities such as social commitment, ethical and moral values, civic responsibilities, compassion and kindness etc. are instilled into the student.

➤ **Soft and Interpersonal Skills:** The students develop soft and interpersonal skills by participating in various co-curricular and extra-curricular activities of the college. Skills like leadership quality, self-reflection, creativity, and entrepreneurial skill are attained by students.

The teaching-learning process and methodology of the college are adapted to help the students achieve the stated graduate attributes. The curriculum and syllabi of many programmes are designed so as to help students achieve the graduate attributes and other skills.

2.5.7 What are the mechanisms for redress of grievances with reference to evaluation both at the college and University level?

➤ **College Level:** The result of continuous evaluation is published by the departments in time. Grievances regarding internal evaluation are raised at the department level grievance redress cell. The students can appeal at the college level Grievance Redress Cell also. The student can appeal to the university level Grievance Redress Cell if he or she finds the decision taken at college level is unsatisfactory.

➤ **University Level:** If the students have any grievances on the university examination results published, they are allowed for rechecking and revaluation of the answer scripts. A scrutiny of the same also is allowed. Also, a Grievance Redress Cell functions at the university for the purpose.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The institution does have desired specified learning outcomes based on its mission and vision.

- The specified learning outcomes are clearly stated in the syllabus prescribed which is discussed in the class.
- Orientation classes are organised for teachers, students and parents to make them aware of the learning outcomes specified.
- The teaching methods are adopted in accordance with the learning outcomes prescribed.
- Co-curricular activities are arranged with a view to attain the mentioned learning outcomes.
- Continuous and comprehensive evaluation is employed to attain the learning outcomes.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- Department level meetings are regularly conducted in which the progress of students as evidenced from the results of internal and external evaluation is reviewed and steps for improvement are planned.
- Internal examinations are conducted regularly so as to measure and monitor the academic progress of the students.
- Parent teacher meetings are convened from time to time to communicate the student's progress and academic achievements to parents.
- The IQAC and the Academic Committee analyse and evaluate the results and suggest corrective measures, if needed, for the improvement of teaching learning process.

The university results of PG and UG for the last four years are given in the table below:

<i>Departments</i>		<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
		<i>Pass Percentage</i>			
Science	B Sc Chemistry	84	80	94	91
	B Sc Mathematics	100	94	90	89
Arts	B A Economics	100	81	85	100
	B A Malayalam	96	91	85	96
	M A Malayalam	93	55	82	Result awaiting
Commerce	B Com	86	93	98	98
	M Com	-	-	73	Result awaiting

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The university has formulated well-structured syllabi of international standard and revises the same from time to time. The college takes every effort to achieve the intended learning outcomes through methods such as:

- The teaching-learning method is adapted to provide students with skills such as independent thinking, written and oral communication skills etc.
- Individual and group seminars are allotted to the students to enhance their critical thinking ability, presentation skills, communication skills and the ability to use technology.
- Evaluation methods are designed to enhance the problem solving skills of students
- Laboratory sessions are conducted to enable the students to apply the knowledge learned in practice
- Students are trained in research methodology to prepare them for future academic career
- Students get training to use software such as office software, data analysis

software, mathematical and scientific software etc.

➤ Activities like Film review, book review etc. are arranged in the college to improve the critical evaluation ability and perceptive skills of the students.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

- The Placement Cell in the college organises campus interviews.
- The Career Guidance Cell provides timely information on various career and higher education opportunities and extends further guidance.
- Entry- in- Services coaching is provided in the college with the assistance of UGC.
- Training in different job oriented courses is offered by ASAP
- Special training for military service and other uniformed services is given to interested students by the NCC unit.
- Entrepreneurship Development is included in the syllabus of B Com and M Com programmes
- An Entrepreneurship Development Club functions in the college conducts programmes to help student find self-employment
- Entrepreneurship Development Club organises invited lectures, workshops on starting of new ventures, preparation of proposals for starting new projects, field visits etc.
- The essential skills needed for an innovator is acquired and nourished through the curricular and co-curricular activities in the campus.
- The institution conducts research oriented workshops and seminars to improve the research aptitude of the students.
- The college conducts science exhibitions that motivate the students in the pursuit of research.
- Project and dissertations undertaken by students improve their research aptitude and skills.
- The heritage museum and the folklore academy of the college provide a platform for historical research.
- The surveys conducted by the students of various departments as part of

projects and dissertations enhance their research aptitude.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

➤ The results of continuous evaluation are constantly monitored by the class tutor and head of departments based on which teaching methods and strategies are developed at the department level.

➤ The university examination results are also analysed in detail. Based on the analysis, teaching methods are reviewed and updated.

➤ The IQAC conducts academic audit to evaluate the effectiveness of the teaching learning process.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

➤ The academic committee, in collaboration with the IQAC, monitors and evaluates the achievement of the specified learning outcomes.

➤ Activities of various clubs, NCC, NSS etc. contribute to the achievement of the learning outcomes.

➤ The achievement of the learning outcomes are evaluated through the analysis of examination results and student progression.

➤ Achievement of learning outcomes are also analysed by studying the skills acquired by students

2.6.7 Do the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The results of examinations are analysed in detail and the subjects in which the most number of students perform poorly are identified. The reasons for the poor performance are found out through careful analysis. Corrective measures and strategies for improvement are implemented.

The class tutor constantly interacts with the students and gives proper guidance and counselling to the students with weak academic performance. Teachers adapt teaching methods to match with the learning capabilities of each class. Programmes such as remedial coaching are conducted for slow learners.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

Though the college does not have recognized research centres, faculty members act as approved research guides of the university.

Furthermore, the college has two postgraduate departments viz. Malayalam and Commerce that are trying to be upgraded as research centres.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

An Interdisciplinary research cell and an Expert committee for major/minor research projects function in the college to promote research activities of faculty members.

➤ ***Interdisciplinary Research Cell:*** The college has an interdisciplinary Research Cell to facilitate research activities. The cell gives proper guidance to the faculty members of the college regarding the submission of research proposals to various funding agencies. It also organises invited lectures on topics such as research methodology, data analysis etc. The cell provides guidance to faculty members to apply for faculty improvement programmes, and to publish research articles in peer-reviewed journals. The committee also ensures the optimum utilisation of facilities available in the college such as laboratories, computer labs, internet connectivity, e-resources etc.

➤ ***Expert Committee for Major/Minor Research Projects:*** The Expert Committee for Major/Minor Research Projects scrutinise proposals for minor/major research projects of the faculty members funded by UGC and other funding agencies and forward them to the respective agencies. The committee ensures that proposals submitted to funding agencies are original and all necessary documents are submitted with the proposal.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

➤ Autonomy to the Principal Investigator

The college provides autonomy and academic freedom to the principal investigators of major and minor research projects

➤ Timely Availability and Release of Resources

The college ensures that funds allotted for research are made available to the principal investigators in time. The college adheres to the regulations of the funding agency in this regard.

➤ Adequate Infrastructure and Human Resources

The college provides infrastructure facilities such as storage facility for equipment and books. The college also provides computer, internet and reprographic facilities.

➤ Time-Off, Reduced Teaching Load, Special Leave etc. to Teachers

The college sanctions leave to principal investigators to present papers in national and state level conferences. The college also grant leave to present major project proposals and progress reports to the funding agency.

➤ support in Terms of Technology and Information Needs

The college provides technical support such as computers, internet and reprographic facilities. Access to e-books and e-journals also is made available.

➤ Facilitate Timely Auditing and Submission of Utilization Certificate to the Funding Authorities

The college office ensures prompt correspondence with funding agencies regarding sanction of projects, release of funds etc. Timely auditing and submission of utilization certificate to the funding agencies are also ensured.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

➤ ***Methodology Courses:*** Methodology courses in science subjects are an integral part of the curriculum of B Sc programmes. A common course on the Philosophy of Science also is offered to students.

➤ ***Projects/Dissertations:*** All final semester UG and PG students submit projects or dissertations to the university as a part of the curriculum to enable students to get exposure to research methodology. Students complete their projects and

dissertations under the guidance of faculty members of the college.

➤ **Seminars/Workshops:** Departments of the college regularly organise seminars and workshops on topics like research methodology, data analysis etc. which are utilised by students to get familiarised with methods of research.

➤ **Study Tours/Field Visits:** Most of the departments organise study tours and field visits to various industries or research institutes to give students an exposure to methods and conduct of advanced research.

➤ **Research Journals:** PG and UG students are encouraged to refer to research journals for seminar presentations, projects, dissertations etc.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

The institution takes every effort to encourage and support faculty members to involve in active research. The college provides necessary infra structural facilities and academic support to faculty members.

At present, eight faculty members have Ph D and six have M Phil degrees. Most of the remaining faculty members are registered for Ph D. A faculty member acts as recognised research guide of the university.

A few of the faculty members have completed minor and major research projects. Minor research projects of some of the faculty members are in progress. Efforts are in progress to upgrade the departments of Commerce and Malayalam as recognised research centres.

Details of Research Guides

<i>Sl. No.</i>	<i>Faculty</i>	<i>Department</i>	<i>Number of scholars working under their guidance</i>
1	Dr. Solji K Thomas	Hindi	6

Details of PhDs Awarded During the Last Five Years

<i>Sl. No.</i>	<i>Name of the faculty</i>	<i>Department</i>	<i>Title of the thesis</i>	<i>Year of awarding PhD</i>
1	Dr. Kannan V	Chemistry	Organic synthesis mediated by heterogene catalysts	2012
2	Dr. O.C Aloysius	Commerce	Performance evaluation and customer satisfaction of Public sector banks and New generation private sector banks in the Post liberalised era	2013
3	Dr. Santhimol M.C	Commerce	Tea plantations in Kerala- A study with special reference to Abandonment, Closure and Rehabilitation packages.	2015
4	Dr. Prakash G.N	Mathematics	A study on semi rings of matrices over lattices	2015
5	Dr. Priya Mariyat	Commerce	A comparative study of the job satisfaction level of the workforce and executives in Hindustan Newsprint Limited (HNL), Vellore, Kerala, 2015.	2015
6	Dr. Selin S L	Malayalam	Bhavanatmakatha: Vennikkulam Gopalakkuruppinte Kruthikalil	2011
7	Dr. Chandra Bose	Malayalam	Mithum Malayalakavithayum	2013
8	Dr. Lalu V	Malayalam	T V Kochuvavayude Kruthikalile Adhunika Pravanathakal	2013
10	Kumar J	Malayalam	Problems in Novel Translation: A study based on Translated Novels of Basheer	Thesis Submitted

Faculty Members, who are Involved in Individual Research Leading to Phd

Sl. No.	Faculty	Department	Title of the thesis	Remarks
1	Simi Sebastian	Statistics	Discrete versions of continuous distributions and their applications	Progressing
2	Krishnakumar P.G	Commerce	Problems and prospects of plywood industry in Kerala	Progressing
3	Vince Thomas	Commerce	Institutional climate and stakeholders satisfaction in the higher learning centres of Kerala	Progressing
4	Minija Abraham	Commerce	Outreach of commercial banks in Idukki District	Progressing
5	Asha T Jacob	Commerce	Management of rural indebtedness in Kerala	Progressing
6	Arunkumar T.A	Economics	The impoverishment risks and status of rehabilitation of development induced displaced in Kerala	Progressing
7	Subha P.P	Economics	The social and economic cost of diabetes in Kerala	Progressing
8	Venugopal B	Chemistry	Rubber-based nanocomposites	Progressing
9	Manju K	Malayalam	T V Kochuvavayude Kruthikalile Pranayavum Silpavum	Progressing
10	Yacob Thomas	Malayalam	Modernity and Masculinity	Progressing
11	Lissy joseph	Malayalam	Parswavatkarathinte Rashtreeyam	Progressing

3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

<i>Sl. No.</i>	<i>Programme</i>	<i>Department</i>	<i>Level</i>	<i>Date</i>
1	Statistical techniques and research methodology in commerce and management	Commerce	State	30 January - 01 February, 2012
2	Advanced research methodology and its application in social science research	Economics	State	07-09, March, 2012
3	Micro finance and financial inclusion: issues and challenges	Commerce	National	26-27, August, 2013
4	Research methodology, data analysis and structural equation modelling	Commerce	National	15-17, January, 2015
5	Nadakom: Arangu, Kazhcha, Vicharam (Workshop)	Malayalam	National	28 – 30, September, 2015
6	Influence of e-commerce in societal contest	Commerce	National	12-13, November 2015

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

<i>Department</i>	<i>Experts available</i>	<i>Prioritised areas of research</i>
Principal / Chemistry	Dr. Suma K K	Polymer Chemistry
Hindi	Dr. Solji K Thomas	Contemporary criticism, contemporary poetry, fiction & literature
Chemistry	Dr. Kannan. V.	Organic synthesis
Mathematics	Dr. G. N Prakash	Semi-groups, Semi-rings
Commerce	Dr. O. C. Aloysius	Banking, Direct and indirect tax
	Dr. Santhimol M.C.	Finance, research methodology and data analysis

	Dr. Priya Mariyat	Finance, taxation and Marketing
	Yacob Thomas	Gender study
Malayalam	Dr. K. Shiju	Linguistics
	Kumar J	Translation studies
Statistics	Simi Sebastian	Statistical Analysis

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

➤ **Seminars:** Various departments organize national and international seminars and invite eminent subject experts as resource persons.

➤ **Workshops:** The institution also organizes workshops on various subjects and provides hands on training to the teachers and students by inviting experts in the field concerned. The teachers and students interact with and teachers and students participating in such workshops.

➤ **Invited Talks:** Various departments of the college organize invited talks by eminent scholars from academics and industry.

Students and teachers are provided with opportunities to interact and discuss various issues with the scholars invited.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

There is no provision of Sabbatical Leave for research activities as per the existing rules. However, faculty members can avail leave under Faculty Development Programme (FDP) for doing M Phil/Ph D.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

➤ **Major/Minor Research Projects:** A copy of the report of the minor or major research project of the faculty concerned is made available in the library. The students and faculty members can refer the same.

➤ **Subscription of Research Journals:** The college subscribes various research journals of the subject concerned and make it available for the students to learn about the innovations in various research fields.

➤ **Projects/Dissertations:** A copy of the dissertation or project work of the UG and PG students are made available in the library.

Moreover, the college actively involves in knowledge transfer through the following activities:

➤ Department of Commerce conducts financial literacy programmes for SHG members.

➤ Department of Mathematics conducts computer literacy programmes and offers consultancy in statistical data analysis for students and teachers.

➤ Department of Chemistry has a well-equipped laboratory and the service of the lab facility is made available to the students and research scholars of other institutes also.

➤ Department of Malayalam organises staging of traditional art forms, film festival etc. with the participation of public

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

➤ **Research Facilities:** Funds allotted by Government of Kerala and UGC is utilized for infrastructure development for research.

➤ **Faculty Development:** The UGC allots funds for faculty development programmes during each five year planning period. A significant amount is allotted under the plan fund of Government of Kerala under the faculty development head for the conduct of conferences, seminars and workshops.

➤ **Equipment:** A significant portion of the plan fund of the Government of Kerala is earmarked for the purchase of equipment and chemicals. Equipment such as uv-visible spectrophotometer have been purchased using UGC fund

➤ **Books and Journals:** Plan fund and UGC fund consists of amount reserved for the purchase of books and journals. By utilizing this fund the institution purchases books and journals of research interest.

➤ **Research Projects:** Major and minor research projects are funded by the UGC and various other funding agencies.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No provision is available in the institution to provide seed money to the faculty for research. However the college encourages the faculty members to apply for research assistance from various funding agencies.

3.2.3 What are the financial provisions made available to support student research projects by students?

No financial provisions are available to support student research projects at the institutional level.

However, the college provides facilities like laboratories, library, computer labs, access to e-resources etc. to support student research projects. Faculty members offer guidance to students taking up research projects.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.

Departments organize workshops and seminars which are interdisciplinary in nature and faculty members from other departments participate in such programmes. Interdisciplinary workshops and seminars have been organized by various departments of the college.

<i>Sl. No.</i>	<i>Organizing department</i>	<i>Title of the seminar/workshop</i>	<i>Date & year</i>	<i>Beneficiary departments</i>
1	Malayalam	Natakam Arangu, Kazhcha, Vicharam - Drama Workshop	28-30 September, 2015	All

2	Commerce	Micro finance and financial inclusion: Issues and challenges	26-27 August, 2013	Economics
3	Commerce	Research methodology, data analysis and structural equation modelling	15-17 January, 2015	Economics
4	Economics	Advanced research methodology and its application in social science research	7-9 March, 2012	Commerce
5	Economics	Emerging Challenges and Prospects of 20 years of Economic Reforms in India	October 31 – November 1, 2014	Commerce
6	Economics	Financial crisis in Kerala: An overview	17-18 December, 2014	Commerce
7	Chemistry	Instrumental Techniques in Chemistry	25-26 November 2015	Physics
8	English	Re-reading new generation films: the presentation of the female protagonist in the New generation Malayalam films	28 -30 October, 2014	All

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Common facilities such as library, computer labs, network resource centre, access to e-resources etc. can be utilised by all faculty members and students. Facilities available in various departments such as laboratories, research journals, departmental computer labs etc. are made available to faculty members and students of other departments also, thereby ensuring optimum utilisation.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The institution has not yet received any special grants from the industry or any other funding agencies. However, a portion of the funds received for major/minor research projects are utilised for developing research facilities.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of on-going and completed projects and grants received during the last four years.

The interdisciplinary research cell provides guidance to faculty members to submit major and minor research project proposals to various funding agencies. The Expert committee for major/minor research projects scrutinise proposals and forward them to the respective funding agencies. Completed projects are

<i>Sl No</i>	<i>Faculty</i>	<i>Department</i>	<i>Title of the project</i>	<i>Funding agency</i>	<i>Amount (in lakhs) and period</i>
1	Dr. Solji K Thomas	Hindi	Comparative study of aesthetic concepts of Hindi and Malayalam critics	UGC	516800/- (2008-2011)
2	Dr. Santhimol M. C.	Commerce	Problems of tea plantation labourers in Idukki district	UGC	Rs.75000/- (2010 - 2012)
3	Dr. Shiju K	Malayalam	Thekkan thiruvithankoorinte bhashaswaroopam-Vamozhiyum varamozhiyum: oru padanam	UGC	Rs.100000/- (2011-13)

On-going Projects

<i>Sl No</i>	<i>Name of Faculty</i>	<i>Department</i>	<i>Title of the project</i>	<i>Funding agency</i>	<i>Amount (in lakhs)</i>
1	Dr. Kannan V	Chemistry	Synthesis, Characterisation of PdAl ₂ O ₄ nano crystalline	UGC	130000

			by modified sol-gel method and their catalytic application in organic synthesis		
2	Arun Kumar T.A	Economics	A study on the marginalisation of tea plantation workers in Idukki: A case study of Peermade Taluk	UGC	70000
3	Minija Abraham	Commerce	Marketing of Banking Services A comparative study of public and private sector banks in Kerala	UGC	Rs. 140000 (2015-2017)

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

➤ The college library has about 30000 books and the college subscribes to various research journal and periodicals.

➤ The college subscribes to the NLIST Project (National Library and Information Services Infrastructure for scholarly contents) of INFLIBNET which provides access to a large number of e-books and journals.

➤ Students can use the computer labs and internet facility of the college for access to various online resources.

➤ The laboratory facilities of the department of Chemistry is used by students of other institutions doing research projects.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The College Council and Planning Committee work in unison with the departments and faculty members to develop plans for the infrastructure development for research purposes. Infrastructural facilities are constructed utilising funds of the Government of Kerala and UGC. The construction of a multi-purpose library block is under progress.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

The college has not yet received any grants or finances from the industry or other agencies for developing research facilities.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

The departments of the college take initiatives to make research facilities of other reputed institutions/research centres available to students of the college. Students of the college utilise facilities available at research centres of universities, university library, and public libraries, study centres and museums etc.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

➤ ***Library:*** Reference books, research journals and periodicals available in the central library are used for research purposes

➤ ***Network Resource Centre:*** The network resource centre of the college is utilised to access various e-resources

➤ ***NLIST:*** The college subscribes to the NLIST scheme and access to e-books and journals for students and faculty members is ensured by the college. It offers access to a vast literature of scholarly articles.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

Facilities such as laboratories, library, computer labs, internet facility, reprographic facilities, e-resources etc. are utilised by faculty members and students for research purposes.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students in terms of

Original Research Contributing to Product Improvement

➤ Faculty members of the department of chemistry have undertaken research works in Polymer Chemistry that contribute to product development.

Research Studies or Surveys Benefiting the Community or Improving the Services

➤ *Project/ Dissertations:* Many of the project works and dissertations conducted by the department of Commerce, Economics, Malayalam and Chemistry are beneficial for the community.

➤ *Major/Minor Projects:* Faculty members of the college are undertaking minor and major research projects in subjects of social relevance.

➤ *Ph D research:* Some of the Ph D theses of the faculty members are highly beneficial for the society by providing research input for the improvement of services.

Research Inputs Contributing to New Initiatives and Social Development

➤ Some of the research topics of the faculty members of the department of Commerce and Economics are beneficial for the community.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The college publishes the proceedings of the national seminars, conferences, workshops etc. conducted in the college.

Give Details of Publications by the Faculty:

Total Publications of faculty members: 79

Publication per faculty: 3

Number of publications listed in International Database: 3

Monographs: 2

Chapter in Books: 16

Books Edited: 1

Books with ISBN/ISSN numbers: 3

Impact factor (range): 0.6 to 3.5

h-index (range): 1-2

3.4.3 Provide details (if any) of research awards received by the faculty:

➤ **Dr. K K Suma:** Best poster award *Plastindia International Conference 2009*, New Delhi, India.

➤ **Yacob Thomas:** Dr K M George memorial award of Kerala Bhasha Institute, 2012

➤ **Yacob Thomas:** D B Kumar Endowment award of Kerala Sahithya Academy, 2013

➤ **Yacob Thomas:** SBT Award For Literary Criticism for the book *Adhunikathayude Padangal*, 2012

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

➤ **Invited Talks of Industry Experts:** The college invites experts from industry for delivering talks at seminars, conferences, workshops etc.

➤ **Field Visit:** Field visits of students is organised by the college to industrial establishments to enable them to familiarise with the technology and methods of industry.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The institution encourages and supports faculty members to provide consultancy services to researchers and public. Faculty members are also encouraged to extend their expertise as resource persons in seminars and workshops conducted by other colleges and institutions.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The institution gives maximum exposure and support to faculties to develop expertise in chosen fields. Books and journals, equipment, software etc. are

made available for faculty members to update their knowledge and skills. The institution also encourages faculty members to provide consultancy services in areas of expertise.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The consultancy services provided by the faculty members of the institution are free of cost.

➤ ***Resource Persons:*** The institution encourages consultancy by extending expertise of the faculty members in various seminars and workshops organized in other institutions.

➤ ***Research Consultancy:*** Some of the faculty members in the institution give consultancy in research methodology for research scholars and teachers

➤ ***Financial Literacy Service:*** The institution offers consultancy in financial literacy for the public, especially for the self-helping groups in the locality.

➤ ***Statistical Data Analysis:*** Faculty members of the college provide consultancy services in statistical data analysis for research scholars and students. PG students of the college also benefit from this.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

As the consultancy services provided by the college are free of cost, no income have been generated through consultancy.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

As a centre of higher education, the college is committed to the society, ever devoted in lending a helping hand to the needs of the community. The college reaches out to the community through its student community who are actively involved

in the activities of NSS, NCC, Nature club, Farm club etc. The dynamic team of faculty of the college leads the various activities, which includes visiting old age homes, orphanages, helping the poor, supporting the palliative care units, conducting programmes against drug abuse, AIDS, blood donation, organ donation etc. Students are actively involved in these activities which eventually facilitate in moulding them as socially responsible citizens.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Every year around 225 students are admitted to the UG and PG programmes. Orientation classes for social awareness are conducted on completion of the admission processes. College union, NSS, NCC volunteers and other units of the college conduct campaigns for the newly admitted students thus encouraging them to be part of the activities. Two units of NSS and one unit of NCC functioning in the college, accommodate around 260 students in them. The remaining students get involved in various other clubs and organisations of the college. Thus the students get a chance to be a part of the various programmes organized under the auspices of these clubs. Activities are also arranged in co-operation with other volunteer organizations, local bodies etc. thus ensuring the overall development of the students.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

Feedback is obtained frequently from the stake holders, people's representatives, voluntary organizations etc. to ensure that the activities of the organizations like NSS, NCC are the in the right direction and that the activities attain their goals. These activities facilitate the college in being more competent and socially responsible.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The units of NSS and NCC functioning in the college play a proactive role in serving the society. The NSS Advisory Board, every year, prepares a master plan and ensures that the goals are achieved. All the staff members lend their support in

implementing the plans. Various departments and clubs also plan their outreach programmes in the beginning of each academic year and monitor its effective implementation.

Funds received by NSS and NCC units

<i>Year</i>	<i>2011-12</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>
<i>N.S.S</i>	44500	89000	89000	44000
<i>N.C.C</i>	86080	95680	105220	105220

The extension activities and outreach programmes of the college normally take place through various clubs, units like NCC or NSS and departments. In majority of the programmes, the students take the lead. The major activities done by the college through such units, clubs or departments are as follows: Major extension programmes

➤ ***Blood donation and Organ Donation Camps***

The NCC and NSS units of the college have been organizing blood donation camps and a directory has been prepared. Due to the lack of adequate facilities for storing the blood collected in the camps, students donate blood whenever needed by the nearby hospitals.

An organ donation camp was organized under the auspices of the N C C unit in the Idukki district. Around 1100 organ donation consent forms were obtained from the students, parents and public and forwarded to the authorities.

➤ ***Food for the Destitute***

The college is compassionate towards *Akasaparavakal*, a rehabilitation centre for the mentally challenged and orphans. Every Thursday students bring lunch parcels from home to be given to the *Akasaparavakal*. During the various major celebrations like Onam, NCC day etc. the college makes it a pain that these destitute are not forgotten. Students visit them on such occasions mingling with them, arranging cultural programmes and providing food and spending time with them.

➤ ***Coin Collection***

Though the Kattappana area has been recently upgraded to a Municipality, this locality has a number of residents who are financially backward. There are many who suffer from various terminal illness. This includes students, their relatives, public etc. A huge number of them frequently seek help for their treatment. In this context the college

has launched the scheme *Coin Collection* where students and staffs are encouraged to deposit small amounts in the boxes maintained for the purpose in all the class rooms and departments. The amounts thus donated are collected every month. Every year the college collects a significant amount in this manner and is made available to the needy when required.

➤ ***Rural Library Development***

In co-operation with the local public of the nearby Suvarnagiri area, the college helped to reinstate a library which was in a neglected state for long time . During the past four years the college has contributed about one thousand books to the library. This library has now acquired the recognition of the State Library Council and is now a source of knowledge, frequently visited by residents of the nearby areas

➤ ***Distribution of Toys***

Under the scheme, *Kuttikalkkoru Kalippattam* toys were collected from the students and staffs and donated to the two *Anganawadis* located near to the college.

➤ ***Construction of Roads***

As part of the campus organized by the N S S units of the college roads were constructed in the rural villages of Bhoomiyankulam and Kannampadi

➤ ***Cleaning of Public Facilities***

Every year at regular intervals the students of NSS and NCC units of the college engage in cleaning the KSRTC depot and Government hospitals.

➤ ***Awareness Programmes against Drug Abuse***

Documentary exhibitions and campaigns are organized for the benefit of the students and the local public to create awareness against the use of drugs and alcohols .

➤ ***Palliative Care***

A palliative care unit located near the college is run with the money obtained from selling of soap powder, lotion etc. manufactured by a group of differently abled men and women. The student volunteers of the college support this palliative unit collecting at regular intervals in selling the manufactured products.

➤ ***Social Forestry***

The college, in collaboration with the Forest Department and voluntary organizations, has engaged in the afforestation drive by planting saplings on roadside and inside the campus

➤ ***Medical Camp***

Camps are organized during time of epidemics and as part of NSS seven day camps in collaboration with the health department. Camps for cataract surgery have been organized in co-operation with the Lions club of Kattappana.

➤ ***N S S Camps***

The aim of NSS is the development of personality of the students through constructive social action and community service. NSS conducts annual seven day camps to identify the needs and resources of a project area, by establishing rapport with people in the project area.

Activities undertaken by NSS as part of seven-day camps include

- Construction of roads in remote areas
- Construction of playground for schools
- Conduct medical camps with the collaboration of Primary Health Centres
- Organic farming
- Cleaning of public facilities
- Social surveys such as health surveys

➤ ***NCC***

Though NCC primarily aims at moulding youth force for military and other uniformed services, it is the only student organization trained in disaster management, fire and rescue operations and wartime operations. Social service activities are an integral part of the various camps organized by the NCC such as ATC, CATC, NIC and trekking camps. The NCC unit of the college has extended its services to the Government, local self-Government and other institutions.

- The cadets of the unit acted as volunteers in the Jana Samparkka Paripadi of the Chief Minister of Kerala.

- The services of the cadets are made available at the request of the Police department to perform various duties like traffic control on special occasions, election duty etc.

- The cadets volunteered for disaster management at Mullapperiar when the district administration called for it and gave disaster management training to the local people.

- The NCC unit of the college contributed to the construction of the Amar Jawan

Memoraial at Kattappana in collaboration with the Kattappana Grama Panchayath.

The NCC unit of the college actively participates in social service activities also

- Blood donation forum – Blood groups of all NCC cadets are identified and a directory is prepared and the cadets are willing to donate blood at any time.
- Collection of money for medical aids – The cadets voluntarily collect money for medical aids whenever necessary.
- Organ donation campaign – The NCC unit of the college participated in the Organ donation campaign of 16 Kerala battalion NCC, Kottayam.
- Debates and discussions - Debates and discussions on national integration, rights and duties of citizens, road safety etc. are conducted by the NCC unit.

➤ ***Personality Development Classes***

Personality development classes are organized which are led by experts from the respective fields

➤ ***Observance of National Days***

Various national days of importance like Gandhi Jayanthy, Independence Day, Republic Day, AIDS day. Flag day, NSS day, NCC day Hiroshima day. Birth and death anniversaries of other great men are observed and socially relevant activities are included in the programmes.

➤ ***Farming and Cultivation***

The college in co-operation of local *Shaniyazhachakoottam* has been practicing organic farming of paddy for the last four years, in the nearby *Valiyakandam Padam*.

➤ ***Trekking Camps***

Students are encouraged to have deeper interaction and association with nature through the various camps organized by Tourism club, Nature club etc.

The college ensures that the participation of the local public in the film festival and art festival conducted every year.

Ensuring the involvement and active participation of the student community in the various curricular and co-curricular activities of the college, the college aims at moulding a generation of socially responsible citizens. Education here is not restricted to the classroom alone. Through the aforementioned extension activities and outreach programmes, students get a chance to evolve as responsible adults acquiring the qualities of confidence, compassion, service mentality, kindness etc.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

Every year, after the completion of admission process, campaigns are held and the newly admitted students are encouraged to be members of the various clubs and voluntary organizations functioning in the college.

Faculty members of the college are in charge of the various organizations and they take part in camps and orientation programmes associated with extension activities. The knowledge thus gained is imparted to the students. The educational system also supports the activities by providing weightage points to the students and faculty members.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The college, situated in a hilly rural area has a substantial number of students who belong to the marginalized sections of the society –SC, ST and tribal communities. To bring them to the mainstream and ensure them social justice, the college offers them all help and support.

NSS camps are organized at remote villages inhabited by the less privileged sections of the society. This facilitates in interacting with them and providing necessary help. The NSS camp held at Boomiyamkulam turned out to be a boon for the locality. An amount of 40 lakhs was sanctioned for the development of the region through the information of the NSS camp held there,

The department of Economics conducted a survey on the socio-economic status of the Mannan Tribe of the Kozhimala Tribal settlement. The report of the survey has been submitted to the respective representatives of the people for their intervention.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

Active involvement in the extension activities of the college facilitates the student in acquiring and developing various mental physical, social skills and abilities such as

- Social responsibility
- Confidence to face the challenges
- Leaderships skills
- Problem solving skills
- Acquiring of moral virtues
- Sense of unity
- Sense of national integration
- Patriotic feeling
- Development of creativity
- Abilities of critical thinking and creative thinking
- Self confidence

On acquiring these skills, the student attains the confidence to efficiently utilize their skills, talents and abilities for the betterment and benefit of the society. Thus, they evolve as socially responsible citizens.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The staff, students, general public, people's representatives and voluntary organizations work in unison for the outreach and extension programmes of the college. People's representatives are also members of the various committees of the college. A cordial relationship is also maintained with the voluntary organizations and the public around the locality

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The constructive relationship forged by the institution with other institutions in the locality includes the following:

- The outreach programme of the Commerce department Financial Literacy for Self-Help Group Members gets every support from the Kattappana Grama Panchayat.
- The students from nearby higher secondary schools and colleges participate in courses of additional skill acquisition programme.

➤ The students of various departments undertake field visits to nearby industrial units.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The election to the local administrative bodies in Kerala in 2010 was significant in the sense that there was a lack of willing officials for polling duty in *Idamalakkudy* the newly formed first Tribal Panchayath in Kerala. The remote tribal settlement is located about 40 kms from the nearest town and can be reached by foot only, through dense forests occupied by wild animals. In spite of all adverse situations, sixteen members of the teaching and non-teaching staff of the college volunteered for polling duty at various polling stations at Idamalakkudi Panchayath. In recognition of this service, the Government awarded Good Service Entry to all the sixteen staff members.

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Faculty members of the college collaborate with various research institutions in India and abroad to utilize the facilities of such institutions for their research activities. Faculty members of the college work under the supervision of research guides affiliated to various universities and research institutions.

➤ The department of Chemistry has established international research collaboration with the department of Quimica Inorganica, University of Salamance, Spain. Catalysts prepared in Spain are used for organic synthesis in the laboratory of the college.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the

institution.

The college has signed a MoU with the Indira Gandhi National Open University (IGNOU) for infrastructure sharing. A study centre of IGNOU functions utilising the facilities of the college.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

➤ ***ASAP:*** The college has signed an MoU with the Additional Skill Acquisition Programme of the Department of Higher Education to develop a skill park in the college campus.

➤ ***NMEICT:*** The Department of Collegiate Education has signed an MoU with NMEICT to provide internet connectivity in Government colleges and a leased line internet connectivity of 10 Mbps has been made available in the college.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Conferences/ Seminars/Workshops organised in the College

<i>Title</i>	<i>State / National / International</i>	<i>Date and year</i>	<i>Funding agency</i>
Workshop on Statistical Techniques and Research Methodology in Commerce and Management	State	30 January - 1 February, 2012	Directorate of Collegiate Education, Thiruvananthapuram
National Seminar on Micro finance and Financial Inclusion: Issues and Challenges	National	26 -27 August, 2013	UGC
National Conference on Research Methodology, Data Analysis and Structural Equation Modeling	National	15 -17 January, 2015	UGC
National seminar on Influence of e-commerce on Societal Context	National	12 -13 November, 2015	Directorate of Collegiate Education, Thiruvananthapuram

Nadakam, Arangu, kazcha, vicharam	National Seminar	28-30 September, 2015	Collegiate Education Department, Kerala
Puthukalam, Puthuvayana Malayala Bhashayum Sahityavum Irupatham noottandu vare.	National Seminar	4-6 December, 2014	Collegiate Education Department, Kerala
Malayala Thanimayude Kamaladalangal	Inter National Seminar	20-21 February, 2014	Kerala Higher Education Council
Malayala Bhavanayude Prakasa Gopurangal	National Seminar	22-23 January, 2013	Collegiate Education Department, Kerala
Keralam- Bhasha Sahityam Samskaram	National Seminar	22-23 March, 2012	Own Fund
Advanced Research Methodology and its Application in Social Science Research.	National	7-9 March, 2012	Directorate of Collegiate Education ,Kerala
Emerging Challenges and Prospects of 20 years of Economic Reforms I India	National	October 31- November 1, 2013	Directorate of Collegiate Education ,Kerala
Financial Crisis in Kerala: an Overview	National	17-18 December, 2014	Directorate of Collegiate Education ,Kerala
New Frontiers in Chemistry	National Seminar	21-22 November, 2013	DCE
New Materials in Chemistry	National Seminar	27-28 November, 2014	DCE
Instrumental Techniques in Chemistry	National Seminar	25-26 November, 2015	DCE
National Seminar on Algebra and Discrete Mathematics (NSADM-2012)	National	28 - 30 November, 2012	Directorate of Collegiate Education, Thiruvananthapuram

International Conference on Algebra and Discrete Mathematics (ICADM-2014)	International	4 - 6 March, 2014	Directorate of Collegiate Education, Thiruvananthapuram, NBHM, DST, KSCSTE, CSIR
Re-reading new generation films: the presentation of the female protagonist in the New generation Malayalam films	National	28 th -30 th October, 2014	DCE

List of Eminent Scientists/Scholars who visited the college

<i>Name</i>	<i>Designation</i>	<i>Purpose</i>	<i>Date</i>
Prof. John C Meakim	Department of Mathematics University of Nebraska-Lincoln, Lincoln, NE 68588-0323, US.	To Inaugurate Data consultancy centre.	15th September 2015.
Dr. Kim Jinwoog	Professor, Korea Research Institute for Military Affairs, Seoul, South Korea	International Seminar	7 th March, 2013
Dr. K S S Nambooripad	Department of Mathematics, University of Kerala, Thiruvananthapuram, Kerala	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Mikhail Volkov	Department of Algebra and Discrete Mathematics, Institute of Mathematics and Computer Science, Ural Federal University , Russia	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Nguyen Van Sanh	Department of Mathematics, Faculty of Science, Mahidol University,	As a Resource person for ICADM 2014	4,5,6 March 2014

	Rama 6 Road, Rajadhevee, Bangkok 10400 Thailand		
Dr Laszlo Marki	Alfred Renyi Institute of Mathematics, Hungarian Academy of Sciences, Budapest, H-1364 Budapest, Pf. 127, Hungary.	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Alessandra Cherubini	Dipartimento di Matematica, Politecnico di Milano, Piazza L da Vinci 32, 20133, Milano, Italy	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Pham Ngoc Anh	Alfred Renyi Institute of Mathematics, Hungarian Academy of Sciences, Budapest, H-1364 Budapest, Pf. 127, Hungary	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Jorge Almeida	Departamento de Matema- tica Pura, Faculdade de Cijncias, Universidade do Porto, Rua do Campo Alegre, 687, 4169-007 Porto, Portugal	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Paul Dorbec	LaBRI, 351 cours de la liberation University of Bordeaux 1 33400 Talence, France	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Thawhat Changphas	Department of Mathematics, Faculty of Science, Khon Kaen University Khon Kaen 40002, Thailand	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Sukhendu Kar	Department of Mathematics, Jadavpur University, Kolkata 700032. WB	As a Resource person for ICADM 2014	4,5,6 March 2014

Dr Rajan A R	Department of Mathematics, University of Kerala, Thiruvananthapuram, Kerala	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Rameshkumar P	Department of Mathematics, University of Kerala, Kariavattom	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Narayanan N	Department of Mathematics, Indian Institute of Mathematics, Madras	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Jinnah M I	Retd. Professor, (university of Kerala) C	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Francis Raj S	Department of Mathematics, Pondicherry University, Pondicherry - 605014, India	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Manoj Changat	Department of Futures Studies, University of Kerala, Thiruvananthapuram 695581, India	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Romeo P G	Department of Mathematics, Cochin University of Science and Technology, Cochin Kerala	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Sujit Kumar Sardar	Department of Mathematics, Jadavpur University, Kolkata-700032	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr. V. N. Rajashekharan Pillai	Director , KSCSTE, Thiruvananthapuram Kerala	Special talk	March 4, 2014

Dr. M. K. Sen	Former Professor & Head Department of Pure Mathematics, University of Calcutta	As a Resource person for NSANDM 2012	November 28th, 29th and 30, 2012
Dr. Sharad S Sane	Professor Department of Mathematics IIT, Mumbai.	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012
Dr. M. A. Pathan	Professor Department of Mathematics Aligarh Muslim University	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012
Dr. T. Tamizh Chelvam	Professor Department of Mathematics M. S. University.	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012
Dr. Anilkumar V	Professor & Head Department of Mathematics University of Calicut, Calicut	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012
Dr. P Jothilingam	Former Professor & Head Dept. of Mathematics Pondicherry University	As a Resource person for NSADM 2008	November 20 th and 21 st 2008
Sri. Vishnu Namboothiri K	Department of Mathematics and Statistics, University of Hyderabad, Hyderabad.	As a Resource person for NSADM 2008	November 20 th and 21 st 2008
Prof. John C Meakim	Department of Mathematics University of Nebraska-Lincoln, Lincoln, NE 68588-0323, US	As a Resource person for ICADM 2014	4,5,6 March 2014
Sri.K.P.ramanunny	Famous Malayalam novelist and Vayalar Award winner	National Seminar	2013 January 22,23

Sri.Akbar Kakkattil	Vice President, Kerala Sahitya Academy	Inter National Seminar	2014 Feb 20-21
Dr.D. Reghoothaman	Theatre Artist, The only one malayalee actor who performed in Shakespear's Global Theatre in London(Drama-Hamlet)	Drama Workshop	2015 September 28,29,30
Sri.Narippatta Raju.	Drama Director, Actor, Teacher School Of Drama, Thrissur.	Drama Workshop	2015 September 28,29,30
Dr. L. ThomasKutty.	H.O. D. Malayalam Department, Calicut University.	National Seminar	2015 September 28,29,30
Prof. Kadammanitta Vasudevan Pillai	Former Vice Chairman, Kerala Folklore Academy, Folklorist, writer and Patayani artist.	Monthly Talk Series	2015 August 18
Ashokan Charuvil	Famous short story writer	Invited Talk	2014 February 10
Dr. Sunil. P. Elaydam	Famous Critic and writer Associate Prof. dept. of Malayalam, Sanskrit University, Kaladi.	National Seminar	2014 December 4,5,6
Dr. B.V.Sasi Kumar	Reader, Malayalam Dept. Kerala University	Inter National Seminar	2014 Feb 20-21
S. Joseph	Famous Malayalam Poet, Kerala Sahithya Academy Award winner	Invited Talk.	2014 October 01
Ingrid Laxmi	World famous Dancer	Inter National Seminar	2014 Feb 20-21
Dr. B. Ravikumar.	Folklorist, Writer, Folklore Academy Award winner	Monthly Talk Series	2015 September 10
Dr. C. J. George	Literary Critic, Kerala Sahithya Academy IC Ckacko Award winner	National Seminar	2015 September 28,29,30

Gireesh Puliyoor	Famous Malayalam poet	Inter National Seminar	2014 Feb 20-21
Sri.Parthasarathe Varma	Famous Painter ,Musician and Social activist	Vayalar Anusmarana Prabhashanam	2015 October 28
Dr. V. Reeja	Writer and Associate Professor Kannur University	National Seminar	2015 September 28,29,30
Dr. Santhosh. O.K.	Madras University	National Seminar	2015 September 28,29,30
Dr. P. Somanathan	Assistant. Prof. Malayalam Department, Calicut University.	National Seminar	2015 September 28,29,30
Prof. N. C. Haridasan	Kerala university.	National Seminar	2015 September 28,29,30
Dr. Valsala Baby	Kerala University	National Seminar	2015 September 28,29,30
Dr. Harikumar Changampuzha	Associate Professor, School of Letters, M.G. University, Kottayam	National Seminar	2014 December 4,5,6
Dr. G. Padma Rao	Professor, Kerala University	Inter National Seminar	2014 Feb 20-21
Antony Muniyara	Malayalam poet and writer	Inter National Seminar	2014 Feb 20-21
Vinodh Visakhi	Malayalam poet	Inter National Seminar	2014 Feb 20-21
Dr.T.Jithesh	Famous film critic, writer and Assistant Professor Madhurai Kamaraj University	National Seminar	2012 march 22,23
Prof.Sivadasan KK	Kannur University	National Seminar	2012 march 22,23
Dr. Meena T Pillai	Director, School of English and Foreign Languages, University of Kerala	National Seminar	28.10.2014

Mr. Ajithkumar AS	Poet, writer and musician	National Seminar	29.10.2014
Dr. Shamsad Hussain	Reader, Department of Malayalam, Sree Sankaracharya University, Kalady	National Seminar	30.10.2014
Prof.Nirmala Jain	Professor, Eminent Critic in Hindi, Delhi University	National Seminar	10.10.2013
Prof.A Aravindakshan	Pro. Vice Chancellor, Mahathma Gandhi International University, Wardha	UGC National Seminar	09.10.2013 to 11.10.2013
Dr. S Iyyampillai	Professor of Economics, Bharathidasan University, Thiruchirapalli	Resource Person of the National Seminar on Advanced Research Methodology and its Application in Social Science Research.	7, 8 & 9 March 2012
Dr. Cyriac Mathew	Deputy Director (Retd) Collegiate Education, Kerala	Resource Person of the National Seminar on Emerging Challenges and Prospects of 20 years of Economic Reforms I India	October 31 & November 1, 2013
Dr.Francis Gnanasekar	Vice Principal St. Joseph's College, Trichi	National Seminar on Emerging Challenges and Prospects of 20 years of Economic Reforms in India	October 31 & November 1, 2013
Dr. K G Jose	Director, Rajagiri Business School Kakkanad	Resource Person of the National Seminar	October 31 & November 1, 2013

Dr. Madhusoodhanan	Principal (Retd) University College Trivandrum	Resource Person of the National Seminar on Emerging Challenges and Prospects of 20 years of Economic Reforms I India	October 31 & November 1, 2013
Dr. V K Vijayakumar	Investment Strategist Geogith BNP Paribus	Resource Person of the National Seminar on Emerging Challenges and Prospects of 20 years of Economic Reforms I India	October 31 & November 1, 2013
Dr. Martin Patrick	Director Rural Academy for Management Studies Ernakulam	Resource Person of the National Seminar on Financial Crisis in Kerala: an Overview	December 17 & 18 2014
Dr. Visakha Varma	Principal(Retd), P M Govt. College Chalakkudy	Resource Person of the National Seminar on Financial Crisis in Kerala: an Overview	December 17 & 18 2014
Dr. Jose Sebastian	Gulati Institute of Finance and Taxation, TVM	Resource Person of the National Seminar on Financial Crisis in Kerala: an Overview	December 17 & 18 2014
Dr. V Mathew Kurian	Joint. Director , K N Raj Study Centre for Planning and Central State Relations, KTM	Resource Person of the National Seminar	December 17 & 18 2014

Dr S Rajitha Kumar	Associate Prof, School of Management Studies, CUSAT, Kochi	Resource Person of the workshop on Statistical Techniques and Research Methodology in Commerce and Management	„
Dr Roy C Mathew	Associate Prof., School of Gandhian Thought & Development Studies, MG Uty, Kottayam	Resource Person of the workshop on Statistical Techniques and Research Methodology in Commerce and Management	„
Shri C V George	General Manager, Reserve Bank of India, Ernakulam	Chief Guest - for inaugurating and to deliver the key note address for the national seminar on Micro Finance and Financial Inclusion: Issues and Challenges	26th - 27th August, 2013
Dr V Raman Nair	Director, SCMS, Kochi	Resource Person for the national seminar on Micro Finance and Financial Inclusion: Issues and Challenges	„
Dr M Kannan	Principal, Madurai Institute of Social Sciences, Madurai	Resource Person for the National Conference on Research Methodology, Data Analysis (SPSS) and Structural Equation Modelling(AMOS)	15th - 17th January, 2015

Dr R Ravanan	Associate Professor & Head, Dept of Statistics, Presidency College, Chennai	National Conference on Research Methodology, Data Analysis (SPSS) and Structural Equation Modelling(AMOS)	”
T M Venkatamurugan	Associate Prof., Madurai Institute of Social Sciences, Madurai	Resource Person for the National Conference on Research Methodology, Data Analysis (SPSS) and Structural Equation Modelling(AMOS)	”
Dr K S Chandrasekharan	Dean, Department of Management Studies, Institute of Management Kerala, University of Kerala, Thiruvananthapuram	Resource Person for the National Seminar on Influence of Electronic Commerce in Societal Context	12th -13th November, 2015
Dr S Madhavan	Associate Professor, Department of Management, Manomaniam Sunderlal University, Thirunelveli, Tamilnadu	Resource Person for the National Seminar on Influence of Electronic Commerce in Societal Context	”
Dr K B Nideesh	Assistant Professor, Department of Commerce, Pondicherry University, Pondichery	Resource Person for the National Seminar on Influence of Electronic Commerce in Societal Context	”

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

➤ **Curriculum Development/Enrichment**

Faculty members of the college officiate as members of Board of studies, Board of examinations, Question paper setting panel etc. of the affiliating university and other universities.

➤ **Faculty Exchange and Professional Development**

Faculty members of the college participate in training programmes conducted at academic staff colleges of various universities. Faculty members also participate in various training programmes conducted by the Department of Collegiate Education, Institute of Management in Governance, Kerala State Higher Education Council etc.

➤ **Research**

Faculty members collaborate with various universities and institutions in their research work and utilize the facilities available at the institutions. Faculty members have produced joint publications with scholars of other institutions.

➤ **Consultancy**

Faculty members offer consultancies to various NGOs and peoples representatives on technical matters. Faculty members also offer consultancy to self help groups in the locality.

➤ **Extension**

The college conducts various extension programmes benefiting the society and the local community through the departments, NSS, NCC and various clubs.

➤ **Publication**

Faculty members have published papers in national and international journals in collaboration with the authors of other institutions. Faculty members have also published books, edited volumes and contributed chapters in edited books.

➤ **Student Placement**

Students have been placed by various firms through campus recruitment held at the college and at other institutions.

➤ ***Introduction of New Courses***

Diploma in Computer Application course is conducted in collaboration with KELTRON. A study center of IGNOU functions in the college which offers UG and PG level academic programmes in the distance education mode.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The college takes all efforts to establish linkages with reputed institutions. Faculty members are encouraged to take up collaborative research.

The college has established linkages with IGNOU and a study centre of IGNOU functions in the college.

The department of Chemistry has established international research collaboration with the department of Quimica Inorganica, University of Salamance, Spain. Catalysts prepared in Spain are used for organic synthesis in the laboratory of the college.

Faculty members of the college have developed collaborations with eminent researchers of reputed institutions in India and abroad.

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Government colleges can avail funds for infrastructure development from the Government of Kerala and the University Grants Commission. Local development funds of people's representatives, College Development Council (CDC) fund and PTA fund also can be used for the development of infrastructure and for the renovation of existing facilities. The college effectively devises plans and strategies to avail various funds.

➤ ***Plan Fund of Government of Kerala:*** The Department of Collegiate Education invites proposals from Government colleges for availing the plan fund of the Government of Kerala at the beginning of each financial year. The principal forwards the same to all departments and other units such as library, hostel etc. Proposals of departments and other units are submitted to the principal. The Planning Committee collects these proposals and consolidates the requirements under each head of plan fund. With the approval of the College Council, the proposals are finalized and are submitted to the Department of Collegiate Education. Required funds are allotted by the department after scrutiny of the proposals submitted. The allotted fund is utilized by the college in the current financial year itself.

➤ ***UGC Assistance:*** The college receives financial assistance from UGC during each five year plan period. A detailed proposal is submitted to the UGC in each plan period. The UGC Cell of the college is entrusted with the submission of proposals to UGC and utilization of funds allotted. Amounts received as financial assistance from UGC is utilized during the five-year plan period.

➤ ***Locality Development Funds of People's Representatives:*** Common requirements of the college are discussed in the staff meetings and PTA meetings. Representations in this regard are submitted to peoples' representatives at various levels by the PTA committee and funds are obtained.

➤ **PWD Fund of Government of Kerala:** Major infrastructure development works of the college are done by the Public Works Department of the Government of Kerala. The College Council plans major development measures to be undertaken in the college like construction of new buildings. An estimate is prepared by the PWD and sanction for construction of buildings is obtained from the Government with the help of peoples' representatives.

➤ **CDC Fund:** A designated amount is collected from students at the time of admission towards the College Development Council fund. An equal amount is allotted by the Government as matching grant. CDC fund is utilised for development of student amenities, maintenance etc.

➤ **PTA Fund:** Subscription to PTA fund is collected from students at the time of admission. PTA fund is utilised to ensure the smooth functioning of day-to-day activities of the college as well as for urgent maintenance works.

4.1.2 Detail the facilities available for:

a. Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

Classrooms, staff rooms, seminar halls and other facilities have been constructed in the college to provide the best academic atmosphere to students and teachers. The college has an administrative-cum-academic block measuring 4060 m² in area and a new academic block of 930 m² area with modern facilities. Construction of a science block with an area of 2700 m² has been accorded administrative sanction by the Government.

➤ **Classrooms:** The college has five degree programmes and two post graduate programmes which require nineteen classrooms. The college has a total of twenty-one classrooms in the two blocks. All classrooms are well furnished and electrified with ample light inside. All UG classrooms have required number of benches, desks and podiums. Single slope desks and wooden armchairs are provided for students in all PG classrooms. All classrooms have white boards or green boards. About sixty per cent of the classrooms have been installed with LCD projectors and interactive boards. Internet

facility is available in all classrooms. Extra classrooms available are used for the conduct of open courses and tutorials.

➤ **Technology Enabled Learning Spaces:** Many of the classrooms have been upgraded to smart classrooms with facilities to employ technology for teaching learning process.

- *Edusat Studio:* Edusat studio is a facility established by the Higher Education Department to conduct online classes by experts for students of all government colleges. Students can interact with expert scholars using this facility.

- *Network Resource Centre:* Full-fledged internet facility is available in the network resource centre for technology-enabled learning. Study materials and other e-resources can be downloaded and used for self-study.

- *ASAP Computer Centre:* A computer lab with about sixty computers has been established using the fund of ASAP and is used by all students of the college.

- *Departmental Computer Labs:* Departments of Commerce and Mathematics have own computer labs. A language lab has been set up in the department of English.

➤ **Seminar Halls:** Each classroom is constructed and equipped so as to be used as seminar halls also.

- *Conference Hall in New Academic Block:* A conference hall with a seating capacity for 150 persons with conference table, public address system, and electronic podium, plastic chairs, LCD projectors, generator and internet facility etc. has been constructed in the new academic block.

- *Edusat Studio:* Fully furnished and air conditioned conference hall with all amenities and Jefferson chairs to seat 70 persons is available in the college.

- *Conference Hall of the Department of Commerce:* A well-equipped conference hall with 50 seats is available in the Commerce department.

➤ **Tutorial Spaces:** Faculty members can reserve classrooms and staffrooms for tutorial purposes.

➤ **Laboratories:**

- *Chemistry Lab:* The college offers B Sc course in Chemistry. A modern laboratory for B Sc Chemistry students is set in two sections in the college and

additionally, there is space for storing chemicals and for instrumentation. An acid bathroom is attached with the lab.

- *Physics Lab:* A well-equipped physics lab with facilities such as dark room, UPS etc. functions in the college for students of B Sc Chemistry and B Sc Mathematics.

Ample space is being provided in the new science block for laboratories.

➤ ***Specialized Facilities and Equipment for Teaching, Learning and Research***

- *Staffrooms:* All major departments and the department of English have own staffrooms. Necessary furniture is provided in all staffrooms. Toilet facility is attached with all staffrooms. Desktops, laptops, printers, scanners, photocopiers etc. are provided in the departments for academic and administrative purposes. All staffrooms have internet facility.

- *Physical Education Department:* The department of Physical Education has own staffroom. The ground floor of the auditorium is used by the department for storing and coaching purposes.

- *Principal's Room:* Principal's room has been furnished with all facilities. Intercom facility connects all departments with the principal. Principal can address students directly through the public address system installed in the college.

- *Major / Minor projects:* Basic facilities are provided to faculty members who are engaged in major and minor research projects and also for project fellows attached with such projects.

- *Examination Room:* An examination room with necessary security measures has been set up near the college office.

b. Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skillsdevelopment, yoga, health and hygiene etc

- ***Sports:*** The college has two playgrounds that can be used for the conduct of track and games events such as Cricket, Football, Kabaddi etc.

- ***Outdoor and Indoor Games:*** A full-fledged volleyball court is being constructed in the college. Rooms have been allotted for the practice of indoor sports items like wrestling.

➤ **Gymnasium:** A gymnasium-cum-health club with modern fitness equipment functions in the college.

➤ **Auditorium:** The college auditorium has the capacity to assemble all students of the college and have facilities like public address system, stage, curtain, furniture, chairs for audience, rest room and greenroom etc.

➤ **National Service Scheme:** A room is provided to NSS for storing equipment and for office purpose.

➤ **National Cadet Corps:** Two rooms are provided for NCC; one for office usage and the other to store materials and equipment.

➤ **Cultural Activities:** Classrooms are used for the practice of cultural programmes and auditorium for performance.

➤ **Communication Skill Development:** Well established language lab with eleven computers and specialized software functions in the college.

➤ **Health and Hygiene:** First aid kit and other essential medicines are kept in the office of women's cell. Ladies' waiting room has rest facilities for girl students.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

➤ **Optimum Utilization of Available Resources:** The college ensures optimum utilisation of facilities available in the college by careful planning and by using the available facilities for multiple purposes.

- Classrooms are used for seminars and invited lectures.
- Edusat studio is used for seminars, workshops and staff meetings.
- Film festival is conducted in seminar halls and class rooms
- Camps of NCC, NSS etc. are conducted in the auditorium.
- Classes of ASAP and contact classes of IGNOU are conducted in the classrooms on holidays.

➤ **Master Plan:** A master Plan of the college has been prepared and all infrastructure development is done in accordance with the master plan. The master plan

has been prepared with a futuristic view and with facilities to start new programmes, research centres etc.

➤ **Major Funds Received during the Last Four Years**

Sl. No.	Facility	Source of Fund	Area	Amount	Stage of Construction	Year
1	Boy's Hostel	Kerala Government	1537 m ²	202 Lakh	Completed	2011-13
2	Boy's Amenity Centre	Kerala Government	100 m ²	15 Lakh	Completed	2010-11
3	Malayalam Block	NABARD	930 m ²	118 Lakh	Completed	2011-13
4	Front Entry Gate	Kerala Government		15 Lakh	Completed	2012-14
5	Water Recharging System	Jalanidhi			Completed	2012-13
6	Women's Hostel	Kerala Government	1537 m ²	355 Lakh	Work in Progress	2014-15
7	Compound Wall	Kerala Government		155 Lakh	Work in Progress	2012-13
8	Library Block	Kerala Government	2200 m ²	375 Lakh	Work in Progress	2014-15
9	Internal Road	Kerala Government		81 Lakh	Work in Progress	2014-15
10	Science Block	Kerala Government	2800 m ²	500 Lakh	Work in Progress	2014-15
11	ASAP Skill Park	ADB	2200 m ²	600 Lakh	Started recently	2014-15
12	Staff Quarters	Kerala Government		225 Lakh		

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

➤ **Allocation of Class Rooms:** Class rooms are allotted in the ground floor for differently abled students.

➤ **Vehicle and Wheelchair Access:** Vehicle access to the college building and wheelchair access to class rooms in ground floor are provided.

➤ **Examination Hall Arrangement:** A special room and convenient seating facilities are arranged for students with physical disabilities appearing for university examinations.

➤ **Ramp:** A ramp has been constructed in the college for the convenience of students with physical disabilities.

➤ **Four Per Cent Seats Reservation in Hostel:** Four per cent of the seats in Men's hostel is reserved for students with physical disabilities.

➤ **Three Wheeler:** The college, in collaboration with local bodies, makes funds available for the purchase of three wheelers for differently abled students

4.1.5 Give details on the residential facility and various provisions available within them:

The details of the men's hostel and staff hostel are provided below; In addition, the Government has sanctioned the construction of a ladies hostel also.

<i>Hostel</i>	<i>No. of Rooms</i>	<i>No. of inmates</i>
<i>Men's hostel</i>	40	35
<i>Staff hostel</i>	10	8

➤ **Men's Hostel:** The men's hostel of the college was opened during the academic year 2015-16. The men's hostel has facilities like mess hall, kitchen, study room, toilet block, separate rooms for resident tutors, living room with audio-visual facilities, separate wash and dry area for students etc. Constant supply of drinking water and internet facility is also ensured at the hostel.

➤ **Staff Hostel:** A Staff hostel has been constructed in the college with accommodation facilities for ten staff members, five each from teaching and non-teaching staff. At present eight staff members are residing in the staff hostel.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

➤ **First Aid Box:** First aid facilities and emergency medicine are available in campus.

➤ **Access to Hospitals:** Taluk hospital and primary health centres are situated within 1.5 kilometre distance of the college. Vehicles are arranged by the college in emergency situations for hospital access.

➤ **Financial Assistance from PTA:** Financial assistance from PTA is provided when emergency financial needs arise in connection with medical treatment of students.

➤ **Ladies Waiting Room:** Ladies amenity centre and boys' amenity centre in the

college have rest facilities.

➤ **Gymnasium:** A gymnasium with modern fitness equipment functions in the college. The staff and students of the college can utilise the facilities available in the gymnasium.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redress unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Seminar halls, conference halls, auditorium and public addressing system are available in the college for the use of different clubs, committees etc.

➤ **IQAC:** IQAC has a well-furnished room with furniture, computer, internet and reprographic facility.

➤ **Grievance Redress Cell and Women’s Cell:** A room with necessary facilities is allotted for the grievance redress cell and women’s cell of the college.

➤ **Career Guidance and Placement cell:** Conference hall and seminar hall are used by the Career Guidance and Placement Cell for placement activities and for conducting career guidance classes.

➤ **Canteen:** College canteen functions in the campus. Hygienic kitchen facilities, store room, waste disposal system, furniture, bathroom, separate mess hall for students and staff etc. are ensured in the canteen. Required utensils have been purchased using CDC fund in the canteen.

➤ **Recreational Space for Staff and Students:** Seminar hall of Malayalam block and college auditorium are being used for conducting functions during festival occasions like Onam. The college has a spacious auditorium which has the capacity to assemble all students of the college

➤ **Drinking Water Facility:** Two open wells and three bore-wells have been constructed in the college campus to ensure constant supply of drinking water in the college. Water purifiers also have been installed in the campus.

➤ **Amenity Centres:** Separate toilet blocks for boys and girls are available in the college. Toilets facilities are provided in each storey of both blocks and in all staffrooms.

➤ **Parking Area:** Parking facility has been provided in the campus for vehicles of staff and students.

➤ **Notice Boards:** Spacious notice boards are installed in the portico of the main block and in front of the college office to provide academic and administrative information to students. Departments and various clubs have their own notice boards.

➤ **Public Addressing System:** The college has a public addressing system for public announcements. Announcements can be confined to selected classrooms.

➤ **Office:** The college has a centralized office with computers in all sections, reprographic facility, furniture, strong room, rest room etc.

➤ **Intercom Facility:** Intercom facility has been installed in the college which interconnects all departments of the college, Principal's room and the college office.

➤ **Washing Area:** Washing areas have been set up in the campus for students. Organic waste management system has been constructed near the washing areas.

4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

A Library Advisory Committee has been constituted in the college to formulate guidelines, design strategies and implement plans for the effective and efficient functioning of the library so as to enable faculty members and students to utilize the services of the library in a systematic and productive manner. The Library Advisory Committee consists of the principal, the vice principal, five faculty members and the librarian. A faculty member acts as the convener of the library advisory committee. Some of the initiatives of the committee include

- Implemented automation of library
- Advises the librarian on purchase of books and suggests list of books
- Conducted orientation classes for students
- Allotted time slots for students of various departments
- PG students are allowed to get books issued on all days
- When the post of the librarian was vacant, the library functioned at the behest of the committee

4.2.2 Provide details of the following: Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

The present facilities in the library are not sufficient to meet the needs of students and faculty members. However, construction of a multi-storied library block has been started in the campus. The details of the existing library are provided below:

<i>Total area of library</i>	<i>Seating capacity</i>	<i>Working hours</i>
350 m ²	50	9.30 am to 4.30 pm on all days other than public holidays

The library has separate sessions for reference books, journals and periodicals. Students can locate books by searching the catalogues. Around 30000 volumes are available in the library and the library has facilities like:

- Individual reading carrels
- Display racks for books
- Separate section for reference books
- Counter for issuing and returning of books
- Display racks for periodicals
- Reading room
- Property counter

4.2.2 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The college utilizes the plan fund of the Kerala Government and UGC to purchase books and journals. During the last four years, about 8000 volumes have been purchased using plan fund.

Proposals for the purchase of books is invited from departments and the Library Advisory Committee also prepares a list incorporating suggestions of all users. Purchases are made after obtaining discounts from publishers and sellers.

The college can directly purchase books from Book Marketing Society, a Kerala Government undertaking. The society supplies Indian and foreign books

Journals are purchased using UGC fund for a period of five years. The college subscribes to NLIST and all library members can browse and download e-resources using passwords provided from NLIST.

The amount spent on procuring books, journals and e-resources are as shown below:

<i>Library holdings</i>	<i>2011-12</i>		<i>2012-13</i>		<i>2013-14</i>		<i>2014-15</i>	
	<i>Number</i>	<i>Total Cost</i>	<i>Number</i>	<i>Total Cost</i>	<i>Number</i>	<i>Total Cost</i>	<i>Number</i>	<i>Total Cost</i>
<i>Text books</i>	4307	545620	800	257422	1273	254626	1044	125000
<i>Journals/ Periodicals</i>	31	34600	36	42600	40	35600	51	35600
<i>e-resources</i>	NLIST	5000	NLIST	5000	NLIST	5000	NLIST	5000

4.2.3 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

➤ Electronic Resource Management Package for E-Journals

Electronic journals are made available through NLIST and can be accessed from the computer terminals in the library and UGC network resource centre.

➤ Federated Searching Tools to Search Articles in Multiple Databases

Online journal search engines are available in the library and computers with internet facility has been provided in the library for accessing online databases.

➤ In-House/Remote Access to e-Publications

E-books and journals are made available through NLIST and can be accessed from the computers available in the library as well as from the computer terminals in the UGC network resource centre and from any computer with internet connection using the passwords allotted by NLIST.

➤ Library Automation

Library is automated and Online Public Access Catalogue is available for users

➤ Total Number of Computers for Public Access: Two

➤ Total Numbers of Printers for Public Access: One

➤ Internet Band Width/ Speed: 10 Mbps

➤ ***Institutional Repository***

Edited books published by the college, proceedings of conferences / seminars, report of minor and major research projects, dissertations of the students etc. are kept in the library.

➤ ***Participation in Resource Sharing Networks/Consortia (Like Inflibnet)***

The college subscribes to NLIST programme of Inflibnet

4.2.4 ***Provide details on the following items:***

<i>Average number of walk-ins</i>	65
<i>Average number of books issued or returned</i>	125
<i>Ratio of library books to students enrolled</i>	47
<i>Average number of books added during the last three years</i>	1038
<i>Average number of login to OPAC</i>	40
<i>Average number of login to e-resources</i>	25
<i>Average number of e-resources downloaded/printed</i>	25

4.2.5 ***Give details of the specialized services provided by the library***

➤ ***Reference***

A section in the library is reserved for reference books and the reference section contains about 2500 reference books.

➤ ***Reprography***

Reprographic facilities are available in the library and the library staff extent reprographic services to staff and students.

➤ ***Download***

Articles and books can be downloaded from the internet using the computer and internet facilities provided in the library.

➤ ***Printing***

Printing facility is available in the library. The facility can be used for printing of articles downloaded from online resources such as NLIST.

➤ ***In-House/Remote Access to E-Resources***

Faculty members and students can access e-resources at the network resource centre of the college, at the departmental computer labs and from any computer with internet connection using the passwords allotted to them by NLIST.

➤ ***User Orientation and Awareness***

User orientation and awareness regarding the services of the library is given as part of the the orientation programme for first year students where detailed classes are given to the students about catalogue search, classification, use of e-resources etc.

➤ ***Assistance in Searching Databases***

Assistance is provided by the library staff to the students in searching various e-resources. Faculty members also extend guidance to students in this regard.

➤ ***INFLIBNET/IUC Facilities***

NLIST has been made available for all members of the library including students.

4.2.6 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The services rendered by the library staff to faculty members and students includes:

- Issue and/or return of books
- Locating books and periodicals in library
- Reservation of books
- Reprographic services

4.2.7 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- Library staff issue books to differently abled students at their convenience.
- Audio books are available in the library for differently abled students.

4.2.8 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Users can provide feedback to the library by filling the feedback form available in the library. The feedback process is intended to collect the opinions of users on the functioning of library, quality of services offered, type of books that may be purchased, journals to be subscribed, time schedule of library etc.

Feedback on library is included in the student feedback system of the college also.

The feedback is analysed by the Library Advisory Committee and concrete

steps for the improvement of the functioning of the library are designed accordingly.

Based on the analysis of feedback, the following steps were taken.

- Allotted time slots for students of various departments.
- PG students were allowed to get books issued on all days.

4.3 IT INFRASTRUCTURE

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

➤ **Number of computers with Configuration (provide actual number with exact configuration of each available system)**

▪ **Desktop Computers**

<i>Configuration</i>	<i>No of computers</i>
Intel Core i3/i5 processor, 4 GB RAM, 500 GB HDD, LCD Monitor	34
Intel Core processor, 2 GB RAM, 320 GB HDD, LCD Monitor	27

▪ **Laptop Computers**

<i>Configuration</i>	<i>No of computers</i>
Intel Core i3/i5 processor, 4 GB RAM, 500 GB HDD, LCD Monitor	9
Intel Core processor, 2 GB RAM, 320 GB HDD, LCD Monitor	9

➤ **Computer-Student Ratio : 1: 12**

➤ **LAN Facility**

All computers of the office are interconnected through LAN. Computers of the network resource centre and ASAP computer lab also are networked through LAN.

➤ **Wi-Fi Facility**

The college campus has internet connectivity made available through a leased line with a speed of 10 Mbps and Wi-Fi access. Internet facility is available to all students and staff.

➤ **Licensed Software**

Licensed software purchased by the college include Microsoft Office, OREL-DDL, Bookmagic, e-know etc. In addition, various open source software also are used.

➤ **Number of Nodes/ Computers with Internet Facility**

All the computers of the college have internet connectivity.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Computer and internet facility is provided in

- Network resource centre
- Classrooms through Wi-Fi
- Office rooms
- Seminar halls
- Departments and staff rooms

Computer labs function at various departments as detailed below.

<i>Department</i>	<i>Facility</i>	<i>Remarks</i>
<i>Commerce</i>	Computer lab for B Com and M Com Students	Computer application, Computerized accounting, Project work, dissertation
<i>Mathematics</i>	Computer lab for B Sc Students	C programming, Data consultancy centre, Computer awareness programme.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

A central computer lab established in collaboration with ASAP, UGC network resource centre, departmental computer labs etc. function in the college. Computers have been purchased for academic use in network resource centre, for administrative purpose in office, for OPAC and access of online resources in library and for teaching learning purposes in departments which are used in classrooms also.

4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

➤ **Procurement**

The college utilizes the Plan fund of the Government of Kerala and UGC fund to purchase computers, printers etc. The college utilizes funds made available from the College Development Council, Continuing Education Cell and development fund of peoples' representatives also for this purpose.

➤ **Upgradation**

Computers and accessories are upgraded regularly by installing additional hardware. New software is purchased whenever needed. Internet connectivity was upgraded from 512 kbps broadband to 10 Mbps leased line.

➤ **Deployment**

Computer labs are constructed with necessary electrification, networking facility, UPS facility etc. ASAP computer lab and language lab have been set up with necessary furniture and rooms are furnished accordingly

➤ **Maintenance**

An amount of Rs. 34.11 lakhs has been utilized for the purchase of computers, accessories, UPS and teaching aids during the last four years. An amount of 6.5 lakhs has been utilized for maintenance and upgrading of ICT facilities. Fund for maintenance is obtained from UGC, PTA, CDC etc.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

➤ **Smart Class Rooms:** Smart classrooms are installed in all departments and the teachers are encouraged to use technology tools in teaching-learning. The students are also encouraged to use these facilities.

➤ **Language Lab:** Language lab in the department of English is utilized by students of all departments.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

➤ **Access to Online Teaching - Learning Resources:** Study materials prepared by faculty members and student projects reports are made available online using the *moodle* software through college website. Students can also access various e-resources available on the internet. The faculty members offer guidance in identifying and using various e-resources available online.

➤ **Independent Learning:** The college encourages student centred learning by providing facilities for independent study and collaborative learning. Faculty members also train students in using newly available technologies for learning.

➤ **ICT Enabled Classrooms/Learning Spaces:** Many of the classrooms and conference halls are equipped with interactive boards and LCD projectors. Internet access is provided in classrooms so as to include online resources in teaching-learning process. Students can use these resources for taking seminars, presentations etc.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

➤ **NMEICT:** The college has a 10 Mbps leased line broadband internet connectivity as part of NMEICT scheme.

➤ **Nlist-Inflibnet:** The college subscribes to the NLIST programme of Inflibnet. Staff and students can access e-books and journals using the NLIST portal.

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The college utilizes various funds for the maintenance and upkeep of available infrastructure facilities.

➤ **Plan Fund:** Minor maintenance works are done using the plan fund of the Government of Kerala

➤ **PWD:** Maintenance of all buildings are done by the Kerala PWD. Painting of buildings, re-electrification etc. also are done by PWD.

➤ **PTA Fund:** Maintenance of electronic equipment, water connections, amenity centers etc. are done using PTA fund. PTA fund is also used for maintenance of furniture.

➤ **UGC Fund:** UGC fund is used for the maintenance of electronic equipment.

➤ **CDC Fund:** College Development Committee fund is used for maintenance in with the permission of the District Collector, who is the Chairman of the CDC.

Major maintenance works done during the last four years include

- Renovation of old block
- Renovation of auditorium
- Renovation, floor tiling and painting of main block
- Renovation of playground
- Renovation of canteen
- Renovation of chemistry and physics labs
- Re-electrification of auditorium
- Re-electrification of main block

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

➤ **Annual Stock Verification:** As per the Government policy, annual stock verification of furniture, electronic and electrical equipment, laboratory equipment, library books and sports goods are conducted before 31st March of each year. The principal assigns verification duty to the faculty members by constituting different committees. The Vice-Principal is endorsed with the task of coordinating the functioning of the different committees. Each committee examines the equipment, goods and furniture allotted to them for verification and notes down whether they are in in good, repairable or damaged condition. Damaged and missing books are identified after the verification of the library books. Books which could not be used further are written off as per Government rules. Slightly damaged books are kept as bound volumes.

➤ **PTA and Building Committee:** The Building Committee constituted in the college monitors infrastructure maintenance and recommend actions to be taken. PTA also take care of the maintenance and upkeep of the infrastructure, facilities and equipment of the college. Buildings, play grounds, auditorium, amenity centres and

electricity related problems are examined jointly by the Building Committee and PTA and steps are taken for completing the maintenance works required. Sweepers and sanitary workers who daily clean amenity centres and bathrooms bring notice of problems, if any, to the principal which are attended immediately by the PTA.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Calibration and other precision measures for the equipment/ instruments are done regularly as prescribed in the user manual. Staff members including faculty members and technical staff take care of such measures. Service of external experts are utilized when needed.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

➤ ***Voltage Fluctuations:***

- *Transformer:* The college has its own transformer within the campus which alleviates power failure and voltage fluctuation problems to a great extent.

- *Lightning Protection System:* A lightning protection system has been installed to avoid damage of electrical and electronic equipment.

- *25 KV Generator:* A diesel engine generator of 25 KVA capacity has been installed to facilitate uninterrupted power supply to all blocks of the college. Another generator of 5 KVA is installed in the auditorium

- *UPS:* UPS are installed in library, office and laboratories.

➤ ***Constant Supply of Water:***

- *Open Well and Bore-well:* Two open wells and two bore wells have been constructed in the college campus to provide constant supply of safe drinking water in the college.

- *Rain Water Harvesting System:* A rain water harvesting system of a capacity of 1.5 lakh litres has been installed in the campus.

- *Water Recharging System:* The water recharging system ensures that the wells are not dried during summer, thus alleviating drinking water problems.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The college annually publishes a handbook, copies of which are circulated to all staff members and students. The Academic Committee of the college updates the handbook annually in consultation with the principal, College Council and faculty members. The handbook contains all important information regarding the administrative and academic functions and activities of the college such as

- List of academic programmes and courses of study
- Academic calendar
- Vision and mission of the college
- Contact information of administrative functionaries including the principal and vice-principal
- List of departments and the details of facilities available at departments
- Contact information of the college office and of faculty members
- Details of infrastructure facilities and students amenities
- Information regarding the academic support activities of the college
- Details of admission procedure, admission criteria, fees etc.
- List and details of scholarships and welfare schemes available to students
- Information regarding anti-ragging cell, grievance redress cell, committee against sexual harassment etc.
- Details of all co-curricular and extra-curricular activities of the college and list of faculty members in charge of various committees, clubs and programmes

All information published in students' handbook is also published on the college website, thus making information readily available to students and all other stakeholders.

Admission to all undergraduate and postgraduate programmes of the

college is conducted through the centralized allotment process of Mahatma Gandhi University. A common prospectus is published by the university which incorporates details of academic programmes of the college. The prospectus is made publically available and is published on the university website. The prospectus contains details such as

- Programmes of study at the college
- Number of seats of each programme of study and seats reserved for students of SC/ST, OBC, differently abled and economically backward categories.
- Criteria and eligibility for admission to each course
- Details of admission procedure

The college takes necessary steps to make sure that the information provided to students and other stakeholders through the handbook, prospectus and website are accurate and comprehensive. The college periodically reviews and updates the handbook, prospectus and website. Feedback from all stakeholders are given due consideration in this process thereby ensuring commitment and accountability.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

All eligible students of the college are entitled to various student welfare measures such as scholarships, fee concession, stipend, lump sum grant etc. Students can avail scholarships instituted by the state and central Governments and other agencies.

A scholarship desk functions in the college to facilitate the timely disbursement of scholarships to students. The scholarship desk coordinates with the college office in a proactive way to ensure that all eligible students receive the benefits of scholarships, fee concession etc.

Information regarding the availability, application procedure and eligibility for scholarships are conveyed to students through class notices, college notice board and the public address system of the college. Class tutors also provide guidance to students in this regard.

The Department of Collegiate Education maintains a website www.dcescholarship.kerala.gov.in to coordinate the disbursement of scholarships

instituted by state and central Governments. The students of the college are properly guided to avail the facilities provided through this website.

Scholarships, stipends, lump sum grants etc. are credited to the bank accounts of students to ensure transparency and accountability and to ensure the timely disbursement of scholarships.

Scholarships that can be availed by the students of the college include

- Post Matric Scholarship
- Central Sector Scholarship
- State Merit Scholarship
- District Merit Scholarship
- Muslim Nadar Girls Scholarship
- Suvarna Jubilee Merit Scholarship
- C H Muhammedkoya Scholarship
- Blind/PH Scholarship
- Scholarship for Dependents of Jawans
- KSHEC Scholarship

Other welfare schemes and financial assistance available to students include

- Fee concession for economically backward students as per the Kumara Pillai Commission Report
- Fee concession for SC/ST and OBC students
- Lump-sum Grant for SC/ST students
- Stipend for SC/ST students

Details of scholarships disbursed in the last four years is given below

	2011-12	2012-13	2013-14	2014-15
<i>Types of Scholarships</i>	11	9	9	9
<i>No. of Students benefited</i>	111	87	113	31 (disbursed) + (sanctioned)
<i>Amount (Rs.)</i>	522519	502200	614430	145500 (disbursed)

5.1.3 What percentage of students receives financial assistance from state Government, central Government and other national agencies?

About eighteen per cent of the students of the college avail scholarships instituted by the Government or other agencies. About eighty per cent of students admitted to the college during the last three academic years benefit from scholarships or fee concession.

5.1.4 What are the specific support services/facilities available for

➤ Students from SC/ST, OBC and Economically Weaker Sections

- Students of SC/ST, OBC and economically weaker sections can avail various scholarships instituted by the state Government and other agencies.
- SC/ST students can avail lump-sum grant subject to regular attendance in classes.
- A monthly stipend is given to all SC/ST students.
- Remedial coaching is conducted for SC/ST students.
- NET coaching and Entry-into-services coaching are conducted for SC/ST/OBC students and for students from economically weaker sections.
- A significant portion of the funds allotted by the UGC under XII plan is specifically reserved for SC/ST students.
- Hostel and mess facility are free of cost for SC/ST students.
- SC/ST students can avail the facilities of post matric hostels free of cost.
- SC/ST students are exempted from all fees such as tuition fee, examination fee etc.
- Temple Entry Proclamation Memorial Scholarship instituted by the Government of Kerala can be availed by SC/ST students scoring high marks in degree and PG courses.
- OBC students who belong to non-crème layer and all other students whose annual family income is below the stipulated limit can avail fee exemption as per the Kumara Pillai Commission Report.

➤ Students with Physical Disabilities

- Classrooms are arranged in the ground floor for differently abled students.
- A ramp has been constructed for wheelchair access to classrooms for

differently abled students.

- Relaxation in time limit is allowed for differently abled students in university examinations.

- Differently abled students can avail the service of scribes in university examinations.

- Differently abled students can avail scholarships instituted for them by the Government and other agencies.

➤ ***Students to Participate in Various Competitions/National and International***

- Information about the various national, state and university level programmes / events / competitions in which students can participate are conveyed to students by the coordinators of various clubs and programmes and are displayed on the college notice board.

- Coordinators of NCC and NSS guide students to participate in national / state / university level programmes and events such as the Republic Day parade held at New Delhi.

- Hostel facility is arranged for students participating in sports and games events.

- College union coordinates the extracurricular activities of the college and arranges special coaching for students to participate in the arts festival of the university.

- The department of Physical Education provides coaching and coordinates the participation of students in university and state level sports and games competitions.

- Leave is granted for students to participate in arts, sports and other competitions.

- Financial assistance is provided to students for participating in national / state / university level programmes / competitions.

- Awards and honours obtained by students are duly recognized.

➤ ***Medical Assistance to Students: Health Centre, Health Insurance etc.***

- First aid facility and rest room is available in the college.

- Students in need of emergency medical care are provided with vehicle facility to access medical care at nearby hospitals.

- A medical camp has been conducted by the NSS unit.
- All students joining NCC undergo medical check-up.
- Students belonging to SC/ST/BPL categories are eligible for free health care which is funded by the Government of Kerala.
- Immunization camps are conducted in collaboration with the health department.

➤ *Organizing Coaching Classes for Competitive Exams*

- NET coaching programme is conducted for PG students.
- Entry-into-services coaching programme is conducted for final year UG and PG students.
- Various departments offer coaching classes for PG entrance examinations of universities / other institutes for degree students.

➤ *Skill Development (Spoken English, Computer Literacy, etc.)*

- Additional Skill Acquisition Programme offers foundation and skill courses which are beneficial in acquiring skills required by industry and employers.
- Communication skills development programmes are conducted.
- A language lab functions in the department of English to train students in communicative English.
- The department of Mathematics conducts a computer literacy programme for all students of the college.
- A DCA course is conducted in collaboration with KELTRON.
- Add on courses have been conducted by various departments.
- The department of Malayalam provides training in Malayalam Computing.

➤ *Support for Slow Learners*

- Remedial coaching programme is conducted with the financial aid of UGC to help slow learners to reduce their failure and drop-out rate
- The Scholar Support Programme, a part of the New Initiatives in Higher Education by the Department of Higher Education, Government of Kerala aims at imparting additional academic support to students. The programme is offered in subjects in which additional academic support is needed.
- Class tutors identify slow learners and provide special coaching if

necessary.

- Group learning and collaborative learning are encouraged to ensure peer support for slow learners.

➤ *Exposures of Students to Other Institution of Higher Learning / Corporate / Business House etc.*

- Study tours and field visits are organized to academic institutions and industrial establishments.

- Study tours are also conducted as part of the Walk with a Scholar programme to higher education institutions and research institutes. Postgraduate students visit and work in collaboration with reputed institutions as part of their project work.

➤ *Publication of Student Magazines*

- A college magazine is published by the college union to which students can contribute their creative talents.

- The literary club publishes a little magazine called *Sahithi*.

- The literary club maintains a blog named *Mozhi* in which creative writings of students are published.

- The NSS unit of the college publishes a student magazine.

- The department of Malayalam publishes a wall magazine.

- The film club publishes a film festival supplement.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

➤ The Entrepreneurship Development Club of the college organizes programmes such as workshops and seminars to develop entrepreneurial skills of students.

➤ Some of the skill courses offered by ASAP are beneficial in facilitating entrepreneurial skills of students.

➤ DCA course offered by the Continuing Education Cell, computer literacy training programme and training in Malayalam Computing provide essential skills for students to start their own business ventures

➤ The department of commerce offers courses in Entrepreneurship Development and Project Management for UG and PG students.

As a result of these programmes, a significant number of outgoing students have been able to find self-employment in various fields.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

➤ Several clubs such as Music club, Literary club, Film club etc. function in the college to promote participation of students in extracurricular activities.

➤ The college extends financial assistance to students to participate in extracurricular and co-curricular activities.

➤ Infrastructural facilities such as playground, auditorium etc. is provided.

➤ Students participating in NCC and NSS camps, sports and arts fest in university / state / national levels are given weightage marks for admission to higher studies.

➤ Seats are reserved for UG and PG courses in sports and cultural quota.

➤ Students participating in co-curricular activities are given special leave.

➤ Special classes are arranged for students who participate in extra-curricular activities.

➤ Flexibility in schedule of internal evaluation is allowed.

➤ Sports equipment and uniform are provided to students participating in sports events.

➤ Facilities for sports practice is made available.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

➤ The teaching and learning process is oriented so as to enable students to acquire sufficient skills and knowledge to qualify in various competitive examinations.

➤ NET coaching programme is conducted for PG students.

➤ Entry-into-services coaching programme is conducted for final year UG and PG students with the financial assistance of the UGC.

➤ ASAP offers foundation and skill courses which helps students to acquire skills sought by employers.

➤ The college library has a large collection of reference books which are helpful for students appearing in competitive examinations.

➤ Career guidance cell conducts programmes to enhance the employability potential of students.

<i>Sl No</i>	<i>Name of examination</i>	<i>Number of students qualified in the last five years</i>
1	UGC NET	11
2	GMAT	5
3	Defense Services	11
4	State Services	44
5	Central Services	11

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

➤ Class tutors personally interact with the students and provide academic guidance.

➤ As part of the WWS programme of the Department of Collegiate Education, students are provided academic, personal and career counselling by internal and external mentors.

➤ Counselling programme for students has been conducted with the help of experts.

➤ The career guidance cell organizes career guidance programmes for students.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

A Career Guidance and Placement Cell is actively functioning in the college. The activities of the career guidance cell includes

➤ Organize placement drives at the college in collaboration with employers.

➤ Guide students to participate in placement programmes held at other colleges / institutions.

- Conduct career orientation programmes for final year UG and PG students.
- Conduct personality development and communication skills development programmes.
- Inform students about higher education and job opportunities through the college notice board.
- Career Guidance Cell helps the students to undertake the one time registration process of Kerala Public Service Commission.
- Internet facility is provided to apply for various job opportunities published online by the Government, public sector and private firms.

5.1.10 Does the institution have a student grievance redress cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The college has an effective grievance redress mechanism which addresses any grievance raised by the students promptly and fairly. A Grievance Redress Cell has been constituted in the college as per the guidelines of the Government.

Issues and complaints raised by students are responsively and positively dealt by the Grievance Redress Cell. If the nature of complaints is such that they can be redressed at the college level, the cell takes appropriate action with the cooperation of college authorities. If the issues raised are beyond the power of the college administration, they are referred to the relevant authorities such as the Government or the university.

Major actions taken by the college as a response to grievances raised by the students during the last few years include

- Men's hostel was inaugurated and opened for students.
- Drinking water facility in the college was improved and a water cooler was installed.
- College canteen started functioning in the campus.
- Reprographic facility has been provided for students.
- Internet facility has been made available for students.
- Steps were taken to grant student concession in state transport buses.
- Took initiative for the sanctioning of purchase of a college bus from MLA fund.

- Rest room facility was improved.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

Committee against Sexual Harassment (CASH) functions in the college which deals with and resolves complaints and issues of sexual harassment. The college seriously deals with complaints of sexual harassment and takes prompt measures to curb any such attempt.

In addition to this, a Women's Cell functions in the college which conducts awareness classes and seminars for women students.

No cases of sexual harassment have been reported in the college during the last four years.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

An Anti-Ragging Committee has been established in the college as per the regulations of the Government and UGC. The Anti-Ragging Committee has faculty, student and police representatives as members. Ethics Committee and Discipline Committee also functions in the college to curb any attempts of ragging.

- A positive and healthy relationship between senior and junior students is maintained in the college which helps in preventing attempts of ragging.

- The Anti-Ragging Committee monitors the interactions between senior and junior students to avoid ragging.

- Orders and circulars of the Government and the Supreme Court on ragging and anti-ragging helpline numbers are displayed prominently in the college campus.

- The Anti-Ragging Committee conducts an awareness programme for students at the beginning of each academic year in which the adverse consequences of ragging are explained

- An affidavit is signed by all students and parents at the time of admission stating to refrain from any attempts of ragging

No cases of ragging have been reported in the college during the last five years.

5.1.13 Enumerate the welfare schemes made available to students by the

institution.

The students of the college can benefit from numerous welfare schemes such as

- Scholarships by state and central Governments.
- Financial support including stipends, lump-sum grants etc.
- Fee concession for SC/ST/OBC/BPL and financially weaker students.
- Free hostel and mess facility for SC/ST students.
- Staff club extends financial help to students in emergency situations.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

The college has a lot of eminent personalities as its alumni. Alumni of the college include people’s representatives at various levels, academicians, Government servants, journalists, artists and other professionals. Members of alumni extend their expertise for the college in various academic and administrative matters.

- Department level alumni meetings are conducted every year.
- Alumni members extend their support in the developmental activities of the college.
- Alumni working in academic and research institutes and industry offer their expertise to the college.
- Alumni help students in finding employment by providing guidance and information.
- Alumni provide feedback to the college to improve the quality of education.

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

<i>Student progression</i>	<i>Against percentage enrolled (%)</i>
<i>UG to PG</i>	41

<i>PG to M Phil</i>	8
<i>PG to Ph D</i>	16
<i>Employed through campus selection</i>	4
<i>Employed other than through campus recruitment</i>	11
<i>Entrepreneurship / self-employment</i>	10

The number of students who pursue higher studies after UG and PG programmes have shown remarkable increase during the last four years.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details.

<i>Title of the Programme</i>	<i>Pass percentage</i>			
	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>
<i>M A Malayalam</i>	93	55	82	Result awaited
<i>M Com</i>			73	Result awaited
<i>B Sc Chemistry</i>	84	80	94	91
<i>B Sc Mathematics</i>	100	94	90	89
<i>B A Economics</i>	100	81	85	100
<i>B A Malayalam</i>	96	91	85	96
<i>B Com</i>	86	93	98	98

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The teaching learning process and methodology have been updated so as to facilitate student progression to higher levels. In addition to this, special coaching is provided to face entrance examinations and competitive examinations for higher education and employment.

- A PG course in commerce has been started in the college to facilitate the higher

education of B Com graduates.

- NET coaching programme is conducted for PG students to enable them to find a career in academics and research.
- Career Guidance and Placement Cell provides information about employment opportunities.
- Career Guidance and Placement Cell also provides guidance for participating in placement programmes organised by various firms.
- Entry-into-services coaching programme is conducted for students appearing in competitive examinations of the state and central Governments.
- Coaching is provided for students appearing for PG entrance examination of various universities.
- Walk with a Scholar Programme provide proper guidance for ambitious students to achieve their career goals.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The college promptly identifies students at risk of failure and drop out and provides academic and financial support required. As a result of the efforts of the college in this regard, the drop out rate has come down and the pass percentage has increased.

- Students at risk of failure and drop out are identified by analysing the results of internal and external evaluations.
- Class tutors personally interact with students to identify students at risk of failure and drop out.
- Remedial coaching programme is conducted to provide additional coaching to students at the risk of failure.
- Scholar Support Programme provides special coaching to students in subjects which are challenging to them identified through a result analysis.
- To avoid drop-out of students due to financial reasons, necessary financial support such as scholarships, stipend etc. are arranged.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The college offers a wide range of sports, games, cultural and other extracurricular activities to students and encourages them to participate in these activities. The college has good infrastructure facilities for sports, games and cultural activities. Faculty members guide and support students to take part in sports, games and cultural programmes. The college union also plays a vital role in the coordination and conduct of such programmes.

➤ *Sports and Games*

- The college provides infrastructure such as playground, volleyball court etc.
- Students can avail the sports and games infrastructure during weekdays and holidays.
- Coaching camps are conducted for Kabbadi, football and cricket teams.
- Annual sports meet is conducted by the department of physical education and the college union in which majority of the students participate.
- Students are selected from college level to participate in the university level sports meet and the college provides coaching and support for students representing the college in university level.
- Students of the college have secured prizes at the university level for Kabaddi, Wrestling etc.
- A fitness centre functions in the college which is available for students in mornings and evenings.
- Students also participate in sports meets conducted by regional clubs and associations.
- Competitions in traditional sports items are held during the annual Onam celebration.

➤ *Cultural Activities*

- The college encourages student participation in cultural activities and provides necessary guidance and support.

- The college union coordinates the cultural activities of the students.
- An arts fest is held annually and winners are selected from the college to participate in university youth festival.
- The college extends financial support and coaching for students to participate in university youth festival.
- Performance of traditional art forms are conducted in the college in which students as well as the public participate.
- Onam, the national festival of Kerala, is celebrated annually by the staff and students during which traditional art forms are performed.

➤ ***Other Extracurricular Activities***

The college has a wide range of clubs and organisations through which students can participate in extracurricular activities. Almost all students are members of either NCC or NSS units. Faculty members and students actively take part in the activities of these units. The college encourages the participation of students in extracurricular activities. Necessary infrastructure and equipment is provided by the college for the smooth functioning of clubs and organisations. The major extracurricular activities are given below.

- ***NCC:*** A unit of NCC affiliated to the Kottayam battalion functions in the college. NCC units organise training camps at the college and students have been selected to participate in various national level programmes including the Republic Day Parade.
- ***NSS:*** Two units of NSS function in the college. NSS regularly involve in social extension activities that benefit the neighbouring community and students.
- ***Film Club:*** The Film Club organises annual film festival, monthly film exhibition, debates on contemporary trends in films etc. in which students actively participate. Film club has also produced documentaries and short films.
- ***Drama Club:*** The Drama Club organises workshops in direction, writing, acting etc. for students. Dramas and plays performed by students and other professional and amateur troupes are staged in the college.
- ***Literary Club:*** The Literary Club acts as a platform for students to nurture their creative writing talents. The Literary Club publishes a literary magazine and also maintains a blog where students can publish their works. Literary Club also

organises open forums with writers, discussions of literary trends, creative writing workshops etc. The club also provides support and guidance for students to participate in creative writing camps and competitions.

▪ **Music Club:** Music club organises functions in which students get opportunities to display and develop their talents in vocal and instrumental music. The club also provides coaching and guidance for students participating in university youth festival and other programmes.

▪ **Dance Club:** Dance Club trains students to stage dance items in various cultural programmes conducted in the college and outside.

▪ **Nature Club:** The Nature Club conducts nature camps, trekking camps etc. and participates in the afforestation scheme in collaboration with the Forest Department. Nature Club also organises paddy cultivation in the nearby field with the cooperation of the local community.

▪ **Farm Club:** The Farm Club maintains a vegetable garden in the college campus with the technical assistance of the Agriculture Department. Students can familiarize themselves with organic farming through the activities of the Farm Club.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

➤ The Kabaddi team of the college has secured second and third places at the intercollegiate tournament of M G University in 2014-15 and 2015-16 respectively.

➤ Members of the Wrestling team of the college also has won prizes at the university level.

➤ Members of Kabaddi team were selected to represent the Kerala state.

➤ Students of the college have secured second and third positions for film review and essay competitions in university youth festival.

➤ The NCC unit of the college has won the inter collegiate battalion championship of NCC in the last four years.

➤ NCC cadets of the college have been selected to participate in the republic Day Parade.

➤ Students of the college have been selected to participate in Tal Sainic Camp of

NCC.

➤ NCC cadets of the college have been selected participate in IGC Camp, National Integration Camp and national level trekking camp during the past few years.

➤ Students of the college have been selected to participate in National adventure camp of NSS.

➤ Students of the college have won prizes in intercollegiate quiz competition held at various colleges.

➤ Students of the college secured first prize in the district level quiz competition organized by Kerala State AIDS Control Society.

➤ Students secured prizes in the elocution and essay writing competitions organized by the Forest and Wildlife department in connection with the Forest and Wildlife Week in the last two years.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college collects feedbacks from outgoing students in which the responses of students on issues such employability potential of academic programmes offered, additional programmes to be offered, skills to be developed etc. are obtained. The college also seeks responses of alumni, employers and industry experts regarding infrastructural, academic and administrative reforms that can lead to better performance and quality of students.

The college also collects academic progression and employment data of outgoing students and designs and implements infrastructural, academic and administrative reforms for quality enhancement.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material?

The college encourages the publication of magazines and other materials by students and provides platforms for such efforts.

➤ The College Union publishes an annual college magazine in which works of students are published.

➤ The department of Malayalam publishes a little magazine called *Sahithi*.

➤ The Literary Club started a blog *Mozhi* in which creative articles, fiction, poetry etc. of students are published.

- NSS publishes wall magazines and hand written magazines.
- Film Club publishes festival catalogues and supplements in connection with the annual film festival.
- Poster exhibitions are conducted during the observations of days of importance.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college has a students' union whose constitution, selection and funding is as per the regulations of the Government and the university. Every year a presidential model election is held to the students union in which all students are eligible to contest and vote. The functionaries of the college union are

- The Chairman
- The Vice-chairman
- The General Secretary
- The Arts Club Secretary
- The Editor of the College Magazine
- The Councillors to the University Union
- Class Representatives
- Lady Representatives
- The Secretary for Sports

The councillors to the university union are the elected representatives of the college at the university Union and are eligible to be elected as office bearers of the University Union.

A faculty member acts as the staff advisor of the students union and offers necessary guidance and support for the activities of the union. Another faculty member acts as the staff editor of the college magazine. In addition to this, the principal and all faculty members cooperate with all activities of the college union. The activities of the union are funded by the college as per Government rules and a special fee is collected from students for this purpose at the time of admission.

The major activities of the college union are

- Organise college level arts festival and sports meet
- Organise extra-curricular activities such as debates, poster exhibition etc.

- Publish students magazine
- Provide coaching and support for students participating in university level arts festival

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The following academic and administrative bodies have student representatives in them.

- Anti-Ragging Cell
- NSS Advisory Board
- Committee Against Sexual Harassment
- Ethics Committee
- Hostel Committee
- Canteen Committee
- Edusat Studio Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The college has an active alumni association and alumni meetings are held annually in which members actively participate. In addition to this, department level alumni meetings also are conducted every year.

The alumni of the college consists of eminent and successful personalities in various fields including people's representatives, civil servants, academicians, artists, industry professionals, entrepreneurs etc.

Former faculty members of the college work in various Government colleges of the state and many of them officiate as authorities of universities and other academic bodies of the state.

The college actively seeks the collaboration of alumni and former faculty members by inviting them as resource persons for seminars and conferences, seeking their expertise in preparing the future development plan etc.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision of the Institution

To create a socially committed and responsible generation by extending value based and creative education for the young aspirants, fulfilling their higher education desires and kindling their spirits with noblest ideals and creative talents.

Mission of the Institution

To bestow a platform for the enrichment and enhancement of the intellectual capabilities and creative talents of the stakeholders by imparting advanced knowledge in science, arts, and humanities and ensuring equality for all.

Government College Kattappana was established to serve the higher education demands of the young generation of the High-range region of Kerala, thereby contributing to the progress of the state, especially of Idukki district. The vision and mission of the college have been formulated to guide the college towards the achievement of this purpose. The college is intended to serve students from all sections of the society, which is reflected in the mission statement of the institution. The commitment of the institution to contribute to nation building by moulding a society of responsible and dedicated citizens is reverberated in the vision statement of the college.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The college functions under the Department of Collegiate Education, Government of Kerala and follows the policies of the state and central Governments and of regulatory authorities such as the University Grants Commission. The educational

policies of the Government of Kerala are translated to concrete action plans by the Directorate of Collegiate Education and is implemented at the college by the college principal, faculty members and other administrative authorities. The principal participates in the meetings held by the Director of Collegiate Education, thereby contributing to the process of formulation of quality policy and action plans.

The policies thus formulated are implemented at the college level by designing and following institutional level action plans under the leadership of the principal. The college council, which consists of all heads of departments, elected representatives from among faculty members and the senior superintendent advises the principal in all academic and administrative matters. Various committees such as the Internal Quality Assurance Cell, UGC Cell, Planning Committee, Academic Committee etc. also are instrumental in the implementation of college level action plans. College Council meetings and staff meetings are regularly held in which important academic and administrative matters are discussed to ensure the participation of all faculty members in the implementation of its quality policy and plans.

6.1.3 What is the involvement of the leadership in ensuring :

➤ The policy statements and action plans for fulfilment of the stated mission

The aims and objectives of the college have been formulated as a guide in its journey towards the implementation of the stated mission. The graduate attributes and learning outcomes of the college reflect its stated vision. All academic and administrative activities of the college have been designed around a comprehensive action plan to achieve the stated goals and objectives of the college, which, in turn, leads to the fulfilment of its mission. The principal and college council effectively monitor the functioning of the college so as to ensure that the plans formulated and decisions taken are implemented promptly and effectively.

➤ Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

The college formulates a comprehensive action plan for the attainment of its goals and objectives in which strategies for infrastructural development, academic and administrative reforms, enhancement of research and consultancy, improved academic records and institutional social responsibility are developed. The strategies developed are translated to concrete steps during the course of a year. The principal,

faculty members, students and other stakeholders collectively engage in efforts for the implementation of the action plan.

➤ *Interaction with stakeholders*

Decisions regarding the formulation and implementation of action plans at the college level are taken in a collective and democratic way. The suggestions and opinions of all stakeholders including faculty members, non-teaching staff, students, parents, alumni and the community are given due consideration in the decision making process. College council meetings and staff meetings are regularly held in which the staff members contribute their expertise and knowledge. The opinions and suggestions of students are actively sought through the College Union and other students' organizations. Students are members of various committees such as the Anti-Ragging Cell, Hostel Committee, NSS Advisory Board, Committee against Sexual Harassment, Ethics Committee etc. PTA and alumni meetings are regularly held in which the parents and alumni contribute their opinions and views. The extension activities of the college are planned and executed in consultation with the local community and peoples' representatives.

➤ *Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders*

The college formulates plans and policies for infrastructural development, academic progression and administrative reforms after making careful study and analysis of the needs and requirements of the college so as to ensure optimum utilization of available financial and human resources. All the infrastructural development plans of the college are based on the master plan prepared with the help of experts. The academic action plans are chalked out based on the study and analysis of the academic performance of each year. Feedback and suggestions of all the stakeholders are sought and incorporated into the research and analysis conducted for this purpose.

➤ *Reinforcing the culture of excellence*

The college takes all efforts to sustain a culture of excellence by assuring that faculty and students of the college maintain the highest academic standards. The college also ensures effectiveness and competence in its services rendered to the students who are the main stakeholders of the institution. The work culture of the

college is very professional and provides all opportunities for staff members to excel in academic, research and other endeavours. The atmosphere of the college is best suited for the professional and personal development of staff and students.

➤ *Champion organizational change*

The college is keen in adapting the academic and administrative reforms implemented by the Government, university and other regulatory agencies and formulates and successfully carries out its own reforms. The college authorities, staff members and students are convinced of the need and positive outcomes of the reforms and enthusiastically welcome the efforts in this direction, thereby becoming agents of organizational change. Some of the reforms implemented during the last four years include the incorporation of technology in the teaching learning process, installation of college management software, biometric attendance system, online feedback system etc.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The implementation of the policies of the Government and the effective utilization of financial resources are continuously monitored by the Government through the Director of Collegiate Education. Reports of progress of implementation of action plans, report of expenditure of funds allotted by the Government and periodic progress reports of programmes implemented at the college are regularly sought by the directorate. The Director convenes meeting of principals in which the progress of the college is periodically evaluated. Similar reports are also sought by the UGC, the university and other regulatory bodies and funding agencies.

The strategies and plans at the institutional level are effectively monitored by the principal and the college council. Review meetings of the council and other administrative committees are regularly held to ensure the progress of implementation of action plans. The IQAC of the college conducts an academic audit to monitor and evaluate the academic performance of the college. Annual financial and administrative audit of the Department of Collegiate Education and of the Accountant General of Kerala ensures the proper utilization of financial resources.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Directorate of Collegiate Education is eager to provide an atmosphere suited for the academic advancement of faculty members and organizes various programmes for this purpose. Some of the programmes organized by the Department of Collegiate Education include induction training for newly joined faculty members at the Institute for Management in Government, FLAIR and OPTIMA training programmes for young faculty members, TEST training programme for senior faculty members and principals etc.

At the college level, faculty members are provided with the necessary academic freedom to choose suitable teaching methodologies and the practice innovative teaching methods. Workshops and training programmes on teaching and research methodology are conducted in the college. Faculty members are encouraged to participate in orientation programmes, refresher courses, national and state level seminars, conferences, workshops etc.

Faculty members are urged to actively involve in research and publish their research findings in peer reviewed journals. The college extends all academic and administrative support for faculty engaged in research. Faculty members can avail the faculty development programme of UGC to obtain research degrees. Study leave is sanctioned to faculty members to obtain advanced degrees and qualifications.

6.1.6 How does the college groom leadership at various levels?

The college grooms leadership among students and staff members by providing opportunities to participate in the management and organization of various activities of the college.

A students union is selected from among all students, which coordinates the extra-curricular activities of the college. Selected students are nominated as members of various statutory bodies and committees such anti-Ragging Cell, Committee against Sexual Harassment, NSS Advisory Board, Ethics Committee etc. Grooming of leadership skills is an integral part of NSS and NCC activities in which majority of the students take part. Clubs such as Nature Club, Farm Club, Music Club, Literary Club, Drama Club etc. function under the leadership of students and with the guidance of faculty members.

Faculty members act as coordinators and members of various academic and administrative bodies such as the IQAC, UGC Cell, Academic Committee, CDC etc. all of which contribute to the formulation and implementation of institutional plans and strategies. About half of all faculty members are members of the College Council, thereby playing an important role in institutional management. Faculty members also function as conveners of various co-curricular initiatives such as ASAP, WWS etc. and of extra-curricular activities and clubs such as NCC, NSS etc.

The principal, faculty members and non-teaching staff participate in training programmes conducted by the Department of Collegiate Education, Institute for Management in Governance, Kerala State Higher Education Council etc. Leadership training is an integral part of these training programmes. Faculty members also take part in state and national level training programmes of NCC, NSS etc.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The departments of the college enjoy academic and administrative freedom necessary for the smooth functioning of the institution. Departments have the freedom to develop departmental teaching plan and can adapt teaching practices and methods found suitable for the programmes being offered. Departments have the freedom to implement innovating teaching learning practices and the college offer all support for such endeavours.

Departments have the necessary administrative autonomy to submit proposals for the infrastructural development of the department, conduct add-on courses and organise seminars, conferences etc. Departments can also organise various extension activities and can conduct co-curricular programmes for students.

Academic and administrative bodies such as the College Council, Academic Committee, IQAC etc. function independently as per the regulations of the Government and other regulatory bodies. Anti-Ragging cell, CASH etc. can function without facing any unnecessary interference from the top management.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The strategies and plans of the college are implemented through a

collective effort of the principal, faculty members, non-teaching staff and students. Important decisions are taken only after detailed discussions in the College Council. In addition to this, meetings of all faculty members and non-teaching staff are also held and the opinions of all staff are given due weightage in the decision making process. Departments and other units can submit proposals for infrastructural developments and organize programmes and functions of their own. Decentralization is achieved by delegating the implementation of plans to various committees such as Planning Committee, UGC cell etc.

Students also participate in the management of the college through the college union and through membership in various committees such as anti-ragging cell, ethics cell etc. The opinions and suggestions of students are considered positively by the college authorities.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The aims and objectives of the college reflect the quality policy of the institution to realize its mission statement.

Aims and Objectives

- To create a teaching-learning environment conducive to the attainment of advanced knowledge, relevant skills and experience.
- To incorporate new developments in science, arts and humanities in the teaching- learning process.
- To create an institutional atmosphere in which the creative ability of the students are nurtured and developed.
- To contribute to national integration by inculcating social responsibility and democratic values in students.

The primary aim of the quality policy of the institution is the attainment and sustenance of the academic excellence of the college. Development of infrastructure, co-curricular and extracurricular activities, community extension programmes etc. supplement the academic excellence of the college.

The quality policy of the college has been developed through the collective effort of all stakeholders of the college and is driven and deployed by the principal, faculty members, non-teaching staff, students, parents, alumni and community acting together. The college council and the IQAC periodically review the progress of implementation of its quality policy and strategies and necessary action is taken.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The college has a perspective plan for its development to achieve its goals and objectives for the attainment and sustenance of academic excellence. Infrastructure development is planned and executed based on the master plan of the college.

Future plans of the college include

- Start new academic programmes
- Improve the academic quality of faculty members and enhance research output
- Conduct programmes and activities to constantly update with advances in science, arts and humanities.

- To develop the overall infrastructure of the college

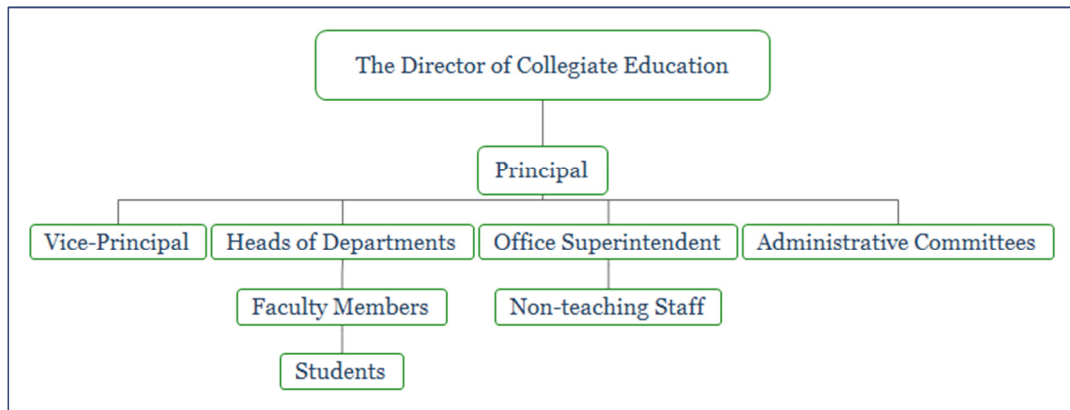
Specific plans for the development of infrastructure include

- Construction of new library block
- Construction of new science block
- Construction of new women's hostel
- Development of stadium and construction of volleyball court

6.2.3 Describe the internal organizational structure and decision making processes.

The college functions under the Directorate of Collegiate Education and the Director of Collegiate Education is at the top of the administrative hierarchy of the institution. The directorate formulates and devices plans and programmes to be implemented in Government colleges in accordance with the broad policies of the state and central Governments.

Meetings of principals are regularly held at the Directorate of Collegiate Education in which the principal of the college participates and contributes to the decision making process by sharing his or her expertise in academics and administration.



The principal is the decision-making authority at the college level and the College Council functions as an advisory body to the principal. The College Council consists of all heads of departments, elected representatives from among faculty members and the senior superintendent. Important decisions are taken in a democratic and collective manner after being subjected to discussions in college council and general staff meetings.

All the faculty members and non-teaching staff become a part of the organizational structure through respective heads of departments and the office superintendent respectively. Department meetings are regularly held where the faculty members of the department express their opinions and contribute their expertise on the academic and administrative functioning of the department.

The opinions and suggestions of students are given due consideration in the decision making process at the college and departments levels. The College Union is a democratically elected body of students that represents the student community.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

a. Teaching and Learning

- Faculty members are encouraged to employ innovating teaching methods.
- Academic calendar and teaching plan are strictly followed.
- Technical support including interactive boards has been provided in classrooms.
- Reference books, journals and e-resources are made available to teachers and students.
- Progress of teaching-learning is recorded in teachers' diary and class logs.

b. Research and Development

- Faculty members are encouraged to obtain research degrees.
- The college extends infrastructural and administrative support to faculty members taking up research projects.
- Faculty members are encouraged to participate and present papers in national and state level conferences and seminars.

c. Community Engagement

- NCC and NSS units and other clubs of the college organise various extension programmes.
- The college ensures the participation of public in various extension programmes.

d. Human Resource Management

- Seminars, conferences and workshops are organised in the college.
- Faculty members are encouraged to participate in orientation and refresher courses, seminars and workshops, national conferences etc.
- Faculty members and non-teaching staff are deputed to participate in training programmes organised by the Department of Collegiate Education, IMG etc.

e. Industry Interaction

- Experts from industry are invited as resource persons for seminars, workshops, invited lectures etc.
- Study tours are conducted to industrial establishments.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The principal regularly communicates with the Directorate of Collegiate Education to provide review, reports and feedback on the functioning of the college. Reports of progress of various programmes implemented in the college and report of utilization of financial assistance are periodically sent from the college office to the directorate.

The principal regularly attends meetings convened by the Director of Collegiate Education and the secretary of the Department of Higher Education in which he or she can personally interact with the Director and discuss all academic and

administrative issues of importance. The Director also interacts with the principal using the video conferencing facility available at the *Edusat* studio.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The college has a participatory management in which all faculty members can contribute to the decision-making and implementation processes. The action plans formulated are implemented through various committees such as the IQAC, Academic Committee, Planning Committee etc. of which faculty members act as coordinators and members. The expertise of staff members in various fields is recognized and utilized by the institution for the efficient implementation of action plans of the college.

Departments and other units such as the library can submit proposals for infrastructure development. The extension activities of the college are implemented through various clubs and organizations such as the NCC and NSS of which faculty members act as conveners and coordinators.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The college council has put forward a large number of proposals for academic and infrastructural development and most of them have been approved by the Director of Collegiate Education.

Resolutions implemented during the last four years are

- A new academic programme viz. M Com was started.
- The new academic block was opened.
- Compound wall was constructed.
- Construction of library block was started.
- Boys' hostel was constructed and opened for students.
- Administrative sanction was accorded for the construction of ladies hostel.
- Administrative sanction was accorded for the construction of science block.
- Administrative sanction was accorded for the construction of staff quarters.
- Classrooms were upgraded to smart classrooms.
- International and national seminars were organised.
- Library automation was started.
- A Canteen was opened in the college campus.

- Language lab was set up.
- Lab equipment including uv-visible spectrometer was purchased.
- New books and furniture were procured.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The affiliating university does not make provisions for according the status of autonomy to the college.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

A Grievance Redress Cell has been constituted in the college as per the guidelines of the Government. The Grievance Redress Cell judiciously responds to all complaints raised by students. Grievances that can be redressed at the college level are forwarded to the appropriate authorities of the college with recommendations of actions to be taken. If the issues raised are beyond the power of the college administration, they are referred to the relevant authorities such as the Government or the university. In addition to the Grievance Redress Cell, Anti-Ragging Cell and Committee against Sexual Harassment also function in the college. A complaint box has been placed in the college.

The nature of grievances has been carefully analysed by the college and it is found that many of grievances are related to the state and functioning of student amenities. As a result of the analysis, the college has taken prompt action to improve student amenities including the opening of boys' hostel, opening of canteen, purchase of college bus, refurbishment of rest rooms etc.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No court cases have been filed against the college during the last four years.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on

institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The college regularly collects student feedback and it is analysed and studied in detail as part of the annual academic audit. The feedback process is conducted by the IQAC and an online system has been developed by the IQAC for this purpose.

The feedback collected from students consist of three parts, the first being a general evaluation of the college. It is an evaluation of factors such as

- The academic atmosphere of the college
- The general infrastructure and facilities of the college
- The services rendered by the college administrative office
- Opportunities to develop extra-curricular talents and skills
- Grievance redress mechanism
- Social atmosphere and teacher-student relationship

The second part of the feedback system is an evaluation of the departments and programmes of study including

- The curriculum and syllabi of the programme
- Usefulness of the programme in developing employability skills
- Applicability and practical value of the programme
- Internal evaluation process

The third part of the feedback system is the teacher feedback and is designed to evaluate parameters such as

- Knowledge base of the teacher
- Communication skills
- Mentoring and helping mentality
- Regularity and punctuality

The feedback collected is subjected to a detailed analysis by a committee formed by the IQAC for this purpose and a detailed report is prepared and suggestions for improvement are discussed in meetings of IQAC with faculty members.

The main findings of the feedback analysis are summarised below.

- The academic atmosphere of the college was rated to be very good by the students.
- Students are satisfactory with the general infrastructure facilities of the college.
- Students are of the opinion that the library facility of the college has to be improved.
- Students called for the improvement of student amenities like hostel, playground and canteen.
- The programmes offered were rated to have high learning value and applicability.
- The subject knowledge, communication skills and classroom management of teachers were found to be very good.
- The helping mentality of teachers and teacher student relationship were highly appreciated by the students.

The following actions were taken as response to the feedback received from students.

- Taken steps for the improvement of infrastructure including construction of new boys hostel.
- Initiated the construction of new library block and new books were purchased.
- ICT facilities were installed in classrooms.
- Internet facility was made available for students.
- Student amenities including rest rooms were refurbished.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The college extends all support and guidance for the professional development of staff members.

- Various departments of the college organize international, national and state level seminars workshops, conferences etc.
- Faculty members participate in refresher and orientation programmes conducted at academic staff colleges.

- Faculty members also attend national and state level seminars workshops, conferences etc.
- The college encourages faculty members to obtain advanced degrees such as Ph D utilizing the FDP scheme.
- The college encourages faculty members with Ph D to take up research guideship.
- Faculty members are encouraged to take up research projects and publish research articles in peer-reviewed journals.
- Faculty members are encouraged to obtain membership in professional bodies.
- Support is extended to the non-teaching staff to appear in and qualify department level tests.
- Non-teaching staff are also encouraged to obtain additional academic and professional qualifications.
- Non-teaching staff of the college also participate in various training programmes of the Department of Collegiate Education.
- Faculty members and non-teaching staff participate in various training programmes of the Institute of Management in Government, Government of Kerala.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The college provides opportunities for faculty members to participate in various training programmes organized by the Department of Collegiate Education, universities and other agencies.

- An orientation programme was conducted for staff members
- The faculty members of the college participate in training programmes like
 - OPTIMA training programme for young faculty members organized by the Department of Collegiate Education.
 - TEST training programme for senior faculty members organized by the Department of Collegiate Education.
 - Induction training programme for newly joined faculty members organized at the Institute Of Management In Government, Government of Kerala.
 - Training programmes and workshops conducted by the university on

curriculum reformulation.

- National and state level training programs for NCC and NSS officers.
- Training programmes for coordinators of ASAP, WWS, ASAP etc.

➤ Faculty members regularly participate in refresher programmes conducted by the academic staff colleges of universities.

The college motivates and inspires faculty members by extending all infrastructure and administrative support for faculty members to efficiently perform their roles and responsibilities. The college makes sure that the exposure gained by faculty members through training programmes is utilized by the college to their full potential.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

As part of the career advancement scheme implemented in colleges, faculty members prepare and submit performance appraisal reports and submit them to the appropriate authorities. The performance of faculty members in academics, research and administration is evaluated in these reports to arrive at an academic performance index. Teaching-learning activities such as lectures, seminars, tutorials and practical sessions, contribution to syllabus enrichment, use of innovative teaching-learning methodologies, examination duties, student related co-curricular, extension and field based activities, professional development activities, participation in academic and administrative committees and responsibilities, publication of research papers, articles and books, research projects etc. are given due weightage in the calculation of API.

In addition to this, all staff members, being Government employees, submit annual confidential reports to the Government. Initiative and resourcefulness, responsibility and dependability, co-operation and personal relations, technical and general knowledge about the work, quality and quantity of work etc. are evaluated in these reports.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The academic performance reports and the confidential reports are

communicated to the Directorate of Collegiate Education. Promotion to higher grades of AGP for assistant professors and promotion to the post of associate professor are based on the score secured in academic performance index. The confidential reports submitted are considered by the departmental promotion committee for the promotion of administrative staff to higher posts. Confidential reports of faculty members are considered by the departmental promotion committee for promotion to the post of principal.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

All staff members, being regular Government employees enjoy all benefits and welfare schemes for employees of the Government of Kerala. Schemes are available for staff members include

- Pension – Statutory pension for employees joined before 31 March 2013 and contributory pension for others
- Provident Fund with loan facility
- State Life Insurance
- Group Insurance Scheme
- Group Personal Accident Insurance Scheme
- House Building Advance
- Medical Reimbursement
- Festival Allowance
- Special allowances for physically disabled employees
- Leave Travel Allowance

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

As all faculty members are regular employees of the Government of Kerala, the college does not face any problem in retaining them in service. Faculty members enjoy UGC scale salary and all other allowances such as DA on central scale, HRA etc. All regular faculty members are Gazetted officers of the Government and enjoy high social status. High level of job security and job satisfaction is ensured for faculty members of the college compared to aided and self-financing institutions. The

college also provides facility and support for the research and other creative endeavours of faculty members.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

All the infrastructural development activities of the college are properly planned based on comprehensive research about the needs and requirements of the college. The college ensures optimum utilization of available resources for the efficient use of available financial resources.

Every year, the college submits development proposals to the Government after consulting all departments and various other administrative units. The Department of Collegiate Education examines the proposals in detail and sanctions funds for the academic year under various heads such as infrastructure development, faculty improvement etc.

The college strictly adheres to all Government rules when spending the amount sanctioned and ensures that the amount allotted for the financial year is completely utilized. Purchase Committee and Planning Committee ensure that the quality of purchases and constructions made are of the required standards. The utilization of financial resources is monitored by the college principal and periodic reports are made available to the Director of Collegiate Education.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The Directorate of Collegiate Education conducts annual financial audits in the college. The Accountant General of Kerala also conducts financial audits each year. The last audit of the Department of Collegiate Education was conducted in April 2014. The college has provided compliance to all audit objections raised by the auditors.

Audit of UGC funds allotted for the college is done by chartered accountants and utilization certificates are submitted to UGC along with detailed reports of programmes implemented using UGC fund.

The accounts and statements of Parent Teacher Association, College Development Committee etc. also are subjected to internal and external financial audit.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major financial sources of the college are listed below

- The plan fund of the Government of Kerala which is utilised for infrastructure development, purchase of lab equipment, books and furniture, faculty development, classroom modernisation etc.

- UGC grants used for purchase of equipment and books, seminars and conferences, maintenance etc.

- Funds received from the PWD of Government of Kerala for the construction and maintenance of buildings, electrification etc.

- Funds received from the university for the conduct of examinations

- CDC fund collected from students and matching grant from the Government

- PTA fund collected from students at the time of admission

- Grants received for the functioning NCC and NSS units

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college makes all possible efforts to secure additional financial resources. The major sources of such additional financial resources are

- MP / MLA funds and funds allotted by local bodies are utilised for infrastructure development

- Amount received from agencies such as IGNOU, ASAP etc. with whom the college has signed MoUs for sharing of infrastructure

6.5 INTERNAL QUALITY ASSURANCE SYSTEM

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance

and how has it contributed in institutionalizing the quality assurance processes?

The college has established an Internal Quality Assurance Cell as per the regulations of the UGC.

The quality policy of the institution has been developed in tune with the policies of the state and central governments and of the regulatory agencies like the UGC and NAAC. The IQAC aims to realize the stated mission of the college by implementing strategies and plans for attainment and sustenance of academic excellence.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

Recommendations of the IQAC for the academic development of the college have been approved by the College Council and have been implemented in the college. The major recommendations of the IQAC during the last few years and state of implementation are given below

<i>Decision</i>	<i>Status</i>
<ul style="list-style-type: none"> ▪ To start new programmes 	<ul style="list-style-type: none"> ▪ M Com programme was started
<ul style="list-style-type: none"> ▪ Conduct seminars, workshops and conferences as part of faculty development programme 	<ul style="list-style-type: none"> ▪ All the five departments conducted state/ national level seminars/ conferences in addition to various institutional level seminars/ workshops
<ul style="list-style-type: none"> ▪ Strengthen the learning infrastructure of the college 	<ul style="list-style-type: none"> ▪ New books were purchased and the library subscribed to e-books and journals through NLIST-INFLIBNET ▪ Classrooms were upgraded to smart classrooms with interactive boards, LCD projector and laptops
<ul style="list-style-type: none"> ▪ Enhance the research output of faculty members of the college 	<ul style="list-style-type: none"> ▪ Faculty members registered for Ph D programmes and submitted proposals for research projects

c. Does the IQAC have external members on its committee? If so, mention any

significant contribution made by them.

The external members of the IQAC contribute to the quality assurance efforts of the college by offering their academic and administrative expertise to the college and to the IQAC. The IQAC seeks the advice of the external members when taking key decisions related to quality assurance.

The external members also extend their expertise in conducting the academic audit of the college. They also act as resource persons for orientation and methodology training programmes conducted at the college for faculty members.

d. How do students and alumni contribute to the effective functioning of the IQAC?

The IQAC collects annual feedback from all students of the college in which the opinions and suggestions of students regarding the academic atmosphere of the college, value and applicability of programmes offered, quality of teaching learning process and methods etc. are sought. A report is prepared by analysing this feedback of students which is an integral part of the academic audit report prepared by the IQAC.

The IQAC also interact with alumni of the college and collects their feedback on the employability value and skill value of the programmes offered and develop strategies for quality improvement.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

Meetings of IQAC with the faculty members are regularly held in which the quality enhancement strategies of the IQAC are subjected to detailed discussion. The results of student feedback and academic audit report are presented in these meetings and the opinions and suggestions of all faculty members towards quality enhancement are given due weightage by the IQAC.

All quality assurance strategies and plans of the IQAC are developed and implemented in a collective manner with cooperation of all faculty members.

The IQAC also ensures the cooperation of the non-teaching staff of the college in implementing administrative reforms.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

The College Council, IQAC and various academic and administrative

committees of the college work in a collaborative and coherent way for quality assurance. The quality assurance process of the college is a cycle consisting of the processes of planning, implementing, reviewing and improving academic and administrative reforms.

The college council prepares the action plan of a year with inputs from various bodies such as the IQAC, Planning Committee, Academic Committee etc. Strategies and action plans are devised based on which programmes to be implemented in the current year are planned.

The implementation of academic programmes and reforms is achieved by a collective effort of the principal and all faculty members. Administrative reforms and plans for infrastructure development are implemented through the cooperative effort of all staff members and various committees.

A review of the state of implementation of action plans is conducted annually of which the academic audit of IQAC forms an integral part. Based on this review, initiatives to be taken to improve the quality assurance process are designed.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The IQAC, in collaboration with the Academic Committee of the college, organizes training programmes for the faculty members on quality assurance process, procedures and implementation techniques. Training programmes on teaching and research methodology are also conducted for faculty members.

The Director of Collegiate Education, Institute of Management in Government and Kerala State Higher Education Council organize training programmes for teaching staff where aspects of quality assurance are discussed in detail. Faculty members of the college are deputed to participate in such programmes by the college and the Department of Collegiate Education.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The college undertakes an annual academic audit at the behest of the IQAC of the college. The external expert members of the IQAC also extend their expertise

towards the process of academic audit.

The academic audit provides an opportunity for a strategic review of the teaching and learning activities of the college. It is designed to scrutinize the management and implementation of academic activities and maintenance of academic standards and quality.

The academic audit report is the result of an annual self-evaluation of the college regarding academic quality. It is prepared by collecting feedback from staff and students, analysing results of external and internal evaluation, analysing student progression data, studying the success rate of students in competitive examinations etc. The audit report also suggests measures to be taken for the maintenance and enhancement of academic quality and standards.

The recommendations of the academic audit report are given due weightage in the process of preparation of planning of academic activities in consecutive years.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The colleges functions as per the regulations of the central and state Governments and other regulatory agencies such as the UGC. The college strictly adheres to the policies of the Government and UGC.

The IQAC of the college has been constituted as per the guidelines of the UGC and NAAC. Annual quality assurance reports are prepared by the IQAC as directed by the UGC. The quality assurance strategies of the institution are formulated taking into consideration the policies and regulations of the UGC and NAAC.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The college effectively monitors and reviews the teaching learning process through a structured and collective effort.

- Faculty members prepares teaching plan for each course and maintain teachers' diary
- Class logs, attendance books and internal evaluation registers are maintained

for each class

- Department level teaching plan is prepared for each programme of study and faculty members adheres to it
- Feedback on teaching learning process and teacher quality is collected from students by IQAC
- Annual academic audit is conducted by IQAC
- The results of external and internal evaluation is analysed to study the impact of teaching learning process on student progression
- Feedback of parents on student progress is obtained from parents during PTA meetings

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The IQAC conducts meetings with the faculty members of the college in which the quality assurance policies, mechanisms and outcomes are devised with the collaborative effort of all faculty members. The IQAC function in collaboration with various academic and administrative committees of the college. Reports and documents of the IQAC such as the annual quality assurance report, academic audit report, student feedback report etc. are made available to all staff members through the college website and e-mail.

Important documents such as the annual quality assurance report of the IQAC are published on the website so that all stakeholders including students, parents and alumni can access them.

CRITERIA VII

INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Environmental audit of the college is conducted by the Green Audit Committee constituted for the purpose with internal and external experts. The green audit is conducted to analyse the effectiveness of environmental policies and practices of the college and to recommend future plans of action for sustainability. Energy usage of the college, waste management system, water usage, carbon emissions etc. are examined and analysed by the committee.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The college is committed to keep the campus green and eco-friendly. Necessary strategies are planned, infrastructure is developed and programmes are organised to ensure environmental sustainability of the campus.

➤ **Energy Conservation:**

- As the college is situated in the high-range area where the climate does not have any extremes, electricity usage is comparatively low.
- The college ensures judicious use of electricity.
- Sodium vapour lamps have been replaced by CFL and LED lighting systems.
- Students are made aware of the need for energy conservation.
- CRT monitors were replaced by LCD monitors.
- Buildings are constructed in such a way that natural light and good air circulation inside reduces the use of lights and fans.
- World Environment Day and Earth Hour is observed every year.

➤ **Water Harvesting:**

- A water harvesting system of 1.5 lakhs litres capacity has been constructed.
- Water recharging system has been constructed to ensure water supply in wells during summer.

- Mud banks have been constructed.
- Wells are annually cleaned and kept hygienic.
- Water quality is professionally ensured.

➤ ***Efforts for Carbon Neutrality:***

- The campus is kept green by preserving trees, plants and grasslands.
- Trees, medicinal plants and bamboos have been planted in the campus.
- Paper usage is kept minimal as office, library and student management are automated.
- Good climate all over the year helps the college to minimize the use of air conditioners and air coolers.
- Bio-fencing has been taken up to minimize environmental impact.
- Use of public transport by staff and students is encouraged.

➤ ***Plantation:***

- College collaborates with the forest department in the afforestation scheme.
- Trees, medicinal plants and bamboos have been planted in the campus.
- Paddy cultivation and vegetable cultivation have been undertaken by various clubs.
- NSS and other organizations have planted trees in the campus.
- Trees planted are maintained by NSS, Farm Club and Nature Club.

➤ ***Waste Management: Hazardous Waste Management:***

- The campus is maintained plastic free.
- Separate waste bins for bio-degradable and non-degradable waste have been placed at various places in the campus.
- Bio waste disposal system has been installed.
- Bio-waste from canteen is collected by NGOs.

➤ ***E-Waste Management:***

- E-waste is disposed with the Government store established for this purpose.
- Disposal of e-waste is ensured as per the regulations of the Government.
- Consumables are taken back for recycling by suppliers thereby reducing the amount of e-waste produced.

➤ ***Farm Club, Nature Club etc:***

- Farm Club functioning in the college has developed a vegetable farm in the campus with the assistance of the Agriculture Department.
- Nature Club actively functions in the college and organizes programmes inside and outside the campus.
- Nature Club undertakes paddy cultivation in the nearby field every year.
- Bamboos and medicinal plants have been planted in the campus by Nature Club.

7.2 INNOVATIONS

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

- Smart classrooms were established in all departments with facilities such as interactive boards, visualizers, LCD projectors, internet connectivity etc. to incorporate modern technology in the teaching-learning process.
- International seminars were organized by various departments in which eminent scholars participated.
- Staging and performance of traditional and modern art forms were held with the participation of students, parents, faculty and public.
- High-speed internet facility was made available throughout the campus thereby promoting the use of e-resources and strengthening the administrative reforms.
- A network resource centre was established with the assistance of UGC and a modern computer lab was established in collaboration with ASAP.
- The college subscribed to e-journals through NLIST and various e-resources were made available for students.
- The college provided opportunities for students to interact with eminent scientists, artists, authors and scholars from India and abroad.
- Campus management system was installed and student information, internal evaluation, library etc. were automated.
- Feedback from students was collected using the online feedback system.
- Study materials and project reports were made available online using *Moodle*.

7.3 BEST PRACTICES

7.3.1 Elaborate on any two best practices in the given format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

- *Heritage Museum and Folklore Academy*
- *Short Film Production and Film Festival*

BEST PRACTICE - I

1. Title of the Practice

Heritage Museum and Folklore Academy

2. Goal

The ultimate aim of education is the making of a generation inherited with the values of tolerance, kindness and compassion, universal brotherhood and nature consciousness. Each community does have its own unique culture deeply rooted to its surroundings. This uniqueness is evident in attire, diet, arts and rituals of the community. The very being of the Indian culture has been the harmonious blend of these unique, unadulterated cultures. But these regional, pure cultures have been spoiled and demolished by the clutches of globalization, consumerism, and the all-pervading modern media. As a result, *wealth* has been projected as the one and only aim for the younger generations. Their values are being eroded away. Ultimately, humanity is hunted down by bribery, terrorism, nepotism etc. Thus it becomes the responsibility of higher education to create a student community combating against these social evils. They need to have a deep historical and cultural consciousness to achieve the great goals of education. The heritage museum and the folklore academy have been established to impart these great human ideals in to the student community.

3. The Context

Idukki is a land with a history that dates back to the megalithic era of civilization. It is a place famous for the presence of the 3500 year old *nannangadis* (burial urns), *kudakkallu* (tomb stones), *veerakkallu* (hero urns) etc. This college is situated at a place where the reminiscences of the burial urns have been unearthed.

Idukki, thus, becomes a significant place with a very old, even prehistoric, culture which may not be claimed by many other districts of the state.

Kerala had trade contacts with Greece, China and Arabia even from the olden B C itself. The high-ranges of Idukki was the spice garden of the state with the abundance of Ginger, Pepper, Cardamom, Cinnamon, Sandal etc. But, somehow or other, Idukki has been neglected from the pages of Kerala history. One never sees significant descriptions of the history of Idukki in any of the major texts on the history of Kerala.

Idukki is one of the largest tribal populated districts in Kerala, second only to Wayanad. A variety of tribes such as Mannan, Urali, Malayaraya, Malayappulaya, Paliyan etc. are present in the district. Mannans are a unique tribal community with their King, Ministers, and Police as well. Even today, they follow their own system of monarchy, festivals and rituals. But it is quite disheartening that these unique cultures have been destroyed very fast with the advent of modernization.

Apart from the tribes, Idukki cherishes a long history of the *pilgrim farmers* who had fought against the wild animals and diseases, and the innumerable oddities of nature in the 1950s. This land tells the tales of their toils and struggles and how they made it a wonderful place.

Thus Idukki is a place with cultural uniqueness and tradition. But the present generation, forgetting their heritage and losing the cultural identity, becomes a victim of the technological, mechanised globe. It is in this socio political scenario the college has started the heritage museum and folklore academy with a vivid sense to preserve the dilapidated ingenious culture of the district. The initiative aims to collect and preserve as many heritage materials as possible such as the traditional folk art forms, utensils etc. The academy strives to revive the forgone culture for the awareness and researches of our students as well as the public.

4. The Practice

The academy became a reality as a result of the wholehearted support and harmonious endeavour of the PTA, students, teachers and the public, especially the scholars, activists, and the folklorists of the district. When the idea was conceived and

discussed upon, an application was sent to the Kerala Folklore Academy for affiliation. After the affiliation was granted, a meeting was convened at the college attended by many scholars and folklorists. It was in this meeting the idea of the heritage museum came up and heritage materials were collected. Many items have been collected with the help of students, teachers and the public. Illustrative notes of the materials also have been prepared for further reference.

As a parallel movement, the academy tried to collect as many books as possible on the culture and history of Idukki. Thus the academy managed to acquire a considerable collection. The rare photos and documentaries showing the culture and heritage of Idukki also have been collected. The teachers are ready to take informative classes for those who visit the museum. Also, there are scholars and folklorists ready for taking classes and performances at any time.

Inspired by the folk lore academy, many P G students have taken folklore studies for their post graduate theses.

The academy organizes lectures and art performances to impart cultural consciousness and wisdom of our heritage. Also, the academy participates in organic farming in collaboration with the native farmers to promote environment consciousness and nature consciousness, and agricultural awareness. Through these activities, the academy is able to affirm the unity and co-operation among the students.

5. Evidence of Success

Through consistent efforts, the academy has played a vital role in fostering respect for our heritage and a sensitized historical consciousness among the students. It has inculcated values into the students making them confident. Certain evidences of the success of the academy are

- A good heritage museum
- Affiliation to the Kerala Folklore Academy
- A collection of books on the history of Idukki and folklore.
- Documentaries on the culture and tradition of Idukki
- P G theses on the tribes, their culture and tradition of Idukki
- Arts and cultural performances with public participation

- The consistent, fruitful contact of the college with the scholars and folklorists.
- Lectures, discourses and illustration classes.
- A lively relationship of the college with other institutions and the society in general.
- Organic farming which inculcates nature consciousness in to the students.
- Active participation of alumni

6. Problems Encountered

The following obstacles have been encountered.

- The absence of a well-furnished building for setting up the museum.
- Insufficiency of funds for the lectures and performances.
- Deficiency of native teachers.
- Inadequate technological facilities and shortage of funds for the preservation of the documentaries and other items.

7. Notes

The heritage museum and the folklore academy of the college are in nascent state only. It may be flourished in coming years so as to provide enough vistas and opportunities for the aspirants of this college and other institutions for their enhancement of knowledge in the folk literature. Also, it will become a centre of excellence in the field which can be relied upon and used by the researchers and scholars.

BEST PRACTICE - II

1. Title of the Practice

Short Film Production and Film Festival

2. Goal

Cinema is an art form that reflects and critically expresses the socio-political milieu of the world. It can also influence the thoughts and actions of a society. Film studies and analyses are a part of the syllabus in the higher education field. The students get to know about different cultures and societies through films.

3. The Context

This college situated in Kattappana, a hillside area, offers higher education possibilities to the commoners who have no access to internationally acclaimed films or the great classics from the past. Nor do they have a platform to discuss and debate on such films. Government College Kattappana started this endeavour in such a context to offer the students an opportunity to watch great films, to discuss them and also to encourage them to make good films.

4. The Practice

The film club organises film festivals and produces short films with the cooperation of various departments. For the last five years, international film festivals have been organised in the college spanning two days where three to four theatres were arranged and films were screened simultaneously. For this purpose it is essential to have good theatres, video cameras and enough technical knowledge which the college offers to the students.

- Film festivals are organised in the same pattern of international film festivals.
- Cameras needed for making films are procured and kept in the college.
- Classes are taken by persons associated with the film industry.
- Seminars are conducted analysing the technical and cultural aspects of films.
- Short films and documentaries are produced.
- Platforms are offered to the students for critical analyses of films.
- The theatres are arranged with good facilities, projectors and sound systems.
- A seminar on cinema was conducted by the Department of English with the aid of UGC.
-

5. Evidence of Success

The college has a number of activities proving the success of the endeavour.

- The students get an opportunity to experience world cinema and to enrich their knowledge of various cultures and to discuss the technical aspects of filmmaking.
- Festival books and news bulletins are published at the time of the film festivals exploring the analytical and creative capabilities of the students.
- Four short films were made by the students exemplifying their creativity.

➤ Five documentaries were produced proving the students' social commitment and awareness of social responsibilities.

➤ The assistant professor who initiated the idea of film festivals in the college was awarded in the last International Film Festival of Kerala.

➤ Former students of the college are active in the film industry directing short films, thereby exploring careers in this field.

➤ A film festival for women exploring various aspects of the female experience was conducted in the college which proved to be a different and new experience for the girl students of the college.

➤ A film is exhibited every month and discussions on contemporary films are held from time to time giving an opportunity for the students to open up their creative and critical minds.

➤ In the film festivals organised at the college, special screenings are done for the general public, thereby strengthening the social relations and bonds with the neighbourhood.

6. Problems Encountered

Even though the college tries to make the best use of its capabilities, it also faces a few problems.

➤ Inadequate financial aid acts as a hindrance in making good films.

➤ The lack of good video editing software acts as an obstacle in the production of films.

7. Notes

Introduction of novel courses including commercial film studies would help the students to make good and socially committed films and thereby give them a platform to open the doors to the film industry and bring acclaim to the college itself.

EVALUATIVE REPORT OF THE DEPARTMENTS

DEPARTMENT OF CHEMISTRY

1. Name of the department : Department of Chemistry
2. Year of establishment : 1999
3. Names of programmes offered by the department : B Sc Chemistry
4. Names of interdisciplinary courses and the departments/units involved : Chemistry in Everyday Life
(open course offered for students of all UG programmes)
5. Annual/ semester/choice based credit system (programme-wise)

<i>Programme</i>	<i>Scheme</i>
B Sc	Choice Based Credit and Semester System (CBCSS)

6. Participation of the department in the programmes/courses offered by other departments : An Open course *Chemistry in Everyday Life* is offered to students of all departments
7. Courses in collaboration with other universities, industries etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons : Nil
9. Number of teaching posts : 3 (Assistant Professor)
10. Faculty profile with name, qualification, designation, specialization etc.

<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Specialization</i>	<i>No. of years of experience</i>	<i>No. of PhD students guided*</i>
<i>Chemistry</i>					
Dr.V.Kannan	M Phil, Ph D	Assistant Professor	Organic Synthesis	9	Nil
Venugopal B	MSc, NET	Assistant Professor	Polymer Chemistry	8	Nil

Deepak J Prabhu	MSc, NET	Assistant Professor	Inorganic Chemistry	1.5	Nil
Physics					
Josily Cyriac	M Sc, NET	Assistant Professor	Theoretical Physics	7	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme-wise)
by temporary faculty : Nil

13. Student-teacher ratio (programme-wise) : 1: 24 (B Sc Chemistry)

14. Number of academic support staff (technical and administrative staff) sanctioned
and filled : One technical staff (Lab assistant)

15. Qualifications of teaching faculty with D Sc/D Litt/ Ph D/ M Phil/PG

<i>Qualification</i>	<i>Assistant Professors</i>	<i>Total</i>
<i>Ph D</i>	1	1
<i>P G</i>	2 (Chemistry) 1 (Physics)	3

16. Number of faculty with on-going projects from national and international
funding agencies and grants received

<i>Name of faculty member</i>	<i>Title of project</i>	<i>Funding agency</i>	<i>Duration</i>	<i>Grants received (Rs. Lakhs)</i>
Dr.V. Kannan	Synthesis, Characterisation of PdAl ₂ O ₄ nano crystalline by modified sol-gel method and their catalytic application in organic synthesis	UGC	2 years	1.3 Lakhs

17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR etc. and total grants received

18. Research centre /facility recognized : Nil
by the university :Nil

19. Publications:

- a. Publications per faculty : 3
b. Number of papers published in peer reviewed journals (national /international) by faculty and students : 3

<i>Author</i>	<i>Title</i>	<i>Journal, year, volume and page</i>
V Kannan	Acetalation of pentaerithritol catalysed by Al- Pillared saponite	<i>Catalysis Letters</i> 141, 2011, 1122
V Kannan	Montmorillonite K10 Clay Catalysed one Pot Synthesis of 2,4,6-triaryl pyridine under Solvent free condition	<i>Modern Research in Catalysis</i> 2,2013,42-46
V Kannan	Clay supported titanium catalyst for the solvent free synthesis of tetra substituted imidazoles and benzimidazoles	<i>Journal of Molecular Catalysis A Chemical</i> 376, 2013, 34-39

c. Number of publications listed in International databases : 3 (Scopus)

d. Chapters in Books

<i>Author</i>	<i>Name of chapter</i>	<i>Title of book</i>	<i>Publisher and year</i>
V Kannan	Phytase production under solid state fermentation	New Horizons in Biotechnology	2003, Springer International

e. Impact factor (range) :1.2- 3.5

f. H-index (range) : 1-2

20. Areas of consultancy and income generated : Nil

21. Faculty as members in national committees, international committees, editorial boards, university bodies etc. : Nil

22. Student projects

a. Percentage of students who have done in-house projects including inter departmental/programme : 100

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students : Nil

24. List of eminent academicians and scientists visitors to the department

<i>Name</i>	<i>Designation</i>	<i>Purpose</i>	<i>Date</i>
Dr.Rajasekharan Pillai	Executive vice president DST	Chief Guest in National Seminar NFC2013	21,22 Nov 2013
Dr.SabuThomas	Director Nanoscience and Nanotechnology, MG University Kottayam	Chief Guest in National Seminar NMC2014	27,28 Nov 2014
Dr.Abraham John	Director Nanoscience and Nanotechnology, Gandhigram Rural University, Tamil Nadu	Chief Guest in National Seminar ITC2015	25,26 Nov 2015

25. Seminars/ Conferences/Workshops organized & the source of funding

<i>Title</i>	<i>State / National /International</i>	<i>Date and year</i>	<i>Funding agency</i>
New Frontiers in Chemistry	National Seminar	2013 Nov 21, 22	DCE
New Materials in Chemistry	National Seminar	2014 Nov 27,28	DCE
Instrumental Techniques in Chemistry	National Seminar	2015 Nov 25,26	DCE

26. Student profile programme/course wise: (admission through CAP by University)
: 24 students in each batch

27. Diversity of Students : All the students are from same state (Kerala).

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, civil services, defence services, etc.? (UG department)

CSIR-NET: 2

29. Student progression

<i>Student progression</i>	<i>Against percentage enrolled</i>
<i>UG to PG</i>	40

30. Details of Infrastructural facilities :

a. Library : Yes/No (No. of books)

b. Internet facilities for staff and students : available for staff and students

c. Class rooms with ICT facility : 2

d. Laboratories : Organic, Physical Chemistry lab with instruments and equipment such as UV Spectrophotometer, Polarimeter, Rotavapor etc.

31. Number of students receiving financial assistance from college, university, government or other agencies : 80 per cent

32. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts : This is attained through EDUSAT online classes by experts. There by students will get the opportunity to interact with eminent personalities.

33. Teaching methods adopted to improve student learning
Chemistry software such as Chemoffice, Origin, Guassian, Mercury are used for demonstration in the class.

34. Participation in Institutional Social Responsibility (ISR) and extension activities

- A program *Fair Chem* is conducted every year for school students to motivate science education. Various fascinating experiments are demonstrated by the students the basic science behind every experiment is explained.

35. SWOC analysis of the department

Strengths

- ◆ Well-equipped lab with a number of instruments
- ◆ Qualified permanent faculty members
- ◆ E-journals and print journals

Weaknesses

- ◆ Lack of accessibility of students to other research institutes

Opportunities

- ◆ Students will get opportunities for higher education in prestigious institutes inside and out of state.

Challenges

- ◆ To upgrade the department to a research centre
- ◆ To make students internationally acclaimed in the field of Chemistry

36. Future plans of the department

- Department is planning to start MSc program
- Minor research projects are already running; Major Research Project proposal is to be submitted
- Plans to start soil testing facility for farmers

DEPARTMENT OF COMMERCE

1. Name of the department : Department of Commerce
2. Year of establishment : 1990-91
3. Names of programmes offered by the department : B Com
M Com

4. Names of interdisciplinary courses and the departments / units involved :

The department of commerce offers *Fundamentals of Accounting*, an open course to the students of Mathematics, Chemistry, Economics and Malayalam departments.

5. Annual / semester / choice based credit system (programme-wise)

<i>Programme</i>	<i>Scheme</i>
B Com	Choice Based Credit and Semester System (CBCSS)
M Com	Credit and Semester System (CSS)

6. Participation of the department in the programmes / courses offered by other departments : The department of commerce offers an open course *Fundamentals of Accounting*, to the UG students of all departments.
7. Courses in collaboration with other universities, industries etc. : Nil
8. Details of courses / programmes discontinued (if any) with reasons : Nil
9. Number of teaching posts

	<i>Sanctioned(8)</i>	<i>Filled(8)</i>
<i>Associate Professors</i>	1	1
<i>Assistant Professors</i>	7	7

10. Faculty profile with name, qualification, designation, specialization etc.

Sl. No.	Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph D students guided*
1	Dr O C Aloysius	M Com, NET, Ph D	Associate Professor	Finance and Banking	13 yrs 10 months	Nil
2	Smt. Aelyamma P J	M Com, M Phil, NET	Assistant Professor	Finance, Women Studies	8 yrs 6 months	''
3	Dr Santhimol M C	M Com, NET, Ph D	''	Finance	8 yrs 3 months	''
4	Dr Priya Mariyat	M Com, M Phil, NET, Ph D	''	Finance	1 yr 9 months	''
5	Krishnakumar P G	M Com, NET	''	Finance	1 yr 10 months	''
6	Minija Abraham	M Com, B Ed, NET	''	Commerce	1 yr 9 months	''
7	Asha T Jacob	M Com, NET	''	Finance	1 yr 9 months	''
8	Vince Thomas	M Com, B Ed., M Phil, NET	''	Commerce	1 yr 2 months	''

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty : 8.7 (B Com), Nil (M Com)

13. Student -teacher ratio (programme-wise)

<i>Programme</i>	<i>Student - teacher ratio</i>
<i>B Com</i>	45:1
<i>M Com</i>	6:1

14. Number of academic support staff (technical and administrative staff) sanctioned and filled : Nil

15. Qualifications of teaching faculty with D Sc/D Litt/ Ph D/ M Phil/P G

<i>Qualification</i>	<i>Associate Professors</i>	<i>Assistant Professors</i>	<i>Total</i>
<i>Ph D</i>	1	2	3
<i>M Phil</i>		2	2
<i>P G</i>		3	3

16. Number of faculty with on-going projects from national and international funding agencies and grants received

<i>Name of faculty member</i>	<i>Title of project</i>	<i>Funding agency</i>	<i>Duration</i>	<i>Grants received (Rs. Lakhs)</i>
Minija Abraham	Marketing of Banking Services – A Comparative study of Private and Public Sector Banks in Kerala	UGC-MRP	2 yrs	140000(sanctioned) 102500 (received)

17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR etc. and total grants received : NIL

18. Research centre /facility recognized by the university : NIL

19. Publications:

- a. Publications per faculty : 5
- b. Number of papers published in peer reviewed journals (national /international) by faculty and students

<i>Author</i>	<i>Title</i>	<i>Journal, year, volume and page</i>
Dr O C Aloysius	1. Manageial efficiency of public sector banks and new generation private sector banks in the post liberalised era,	Journal of management and science, Special issue on contemporary bench marking in banking and insurance sectors in India,published by Non Olympic publishers coimbatore, Vol.I,pp.66-68 ISSN: 2249-1260, online ISSN:2250-1819
	2.Global financial crisis and its impact on Indian banking industry,	Indian Commerce Bulletin, A journal of Research on Business Studies, Vol.XI: No.2, Vol XII: No.1&2 June 2011,published by Commerce Association of Kerala, pp.103-113ISSN:0972-6187
	3.Asset Quality of Indian Commercial banks: A comparative Analysis	Holy Grace Management Review, The Referred <i>international Journal</i> of Holy Grace Academy of Management Science,Vol.3 No.1 2011, ISSN:0975-3427
	4.Earnings Quality of Commercial Banks in the Post- liberalized Era: A Multivariate Analysis,	<i>International Research Journal</i> of Business and Management (IRJBM) ISSN2322 083X IRJBM – (www.irjbm.org) Volume No – VII September - 2014 Issue – 9 Page 27 © <i>Global Wisdom Research Publications.</i>
	5.Performance Evaluation and	<i>Research Abstract, K GEES Journal of Commerce and Management,</i>

	<i>Customer Satisfaction of Public Sector Banks and New Generation Private Sector Banks in the Post-Liberalised Era.</i>	<i>Published by the P G And Research Department of Commerce, KG College Pampady, Kottayam, Kerala</i>
Dr Santhimol M C	1. Financial literacy among tea plantation labourers in Idukki district	International Journal of Social Science and Inter disciplinary Research
	2. The Financial Inclusion and Self-Help Groups in Elappara Village	International Journal of Research in Social Science
	3. Financial inclusion through self-help groups of tea labourers in Peermade Taluk	Commerce and management explorer, a quarterly international journal of social science research
	4. Working conditions and labour welfare measures in the Tea plantations of Idukki District	International Journal of Management Research
	5. Responsible Tourism in Kumarakom- An Analysis'	International Research Journal of Management and Commerce

c. Chapters in Books:

<i>Author</i>	<i>Name of chapter</i>	<i>Title of book</i>	<i>Publisher and year</i>
Santhimol M C	Globalization and its impact on plantations-	Social and Human resource developmental	SCITECH Publications (India) Pvt. Ltd.

	with reference to tea in Kerala	issues in contemporary business	2010
Santhimol M C	Global financial crisis and its effect on Indian plantations	Global financial system in the post-crisis era- challenges and opportunities	Vijay Nicole Imprints private limited 2010

d. Books/Proceedings Edited

<i>Title of book</i>	<i>Publisher and year</i>
Statistical Techniques and Research Methodology in Commerce and Management	Government College, Kattappana 2012
Micro Finance and Financial Inclusion : Issues and Challenges	Government College, Kattappana 2013
Research Methodology, Data Analysis (SPSS) and Structural Equation Modelling(AMOS)	Government College, Kattappana 2015

e. No. of faculties who have participated/ presented papers in seminars/workshops/conferences conducted by other colleges/universities : 6

20. Areas of consultancy and income generated:

a. FINANCIAL INFORMATION FOR RURAL EMPOWERMENT (FIRE)

b. Financial Education Programme for SHG Members

21. Faculty as members in national committees, international committees, editorial boards, university bodies etc.

<i>Name of faculty member</i>	<i>Name of committee / board etc.</i>	<i>Period</i>
Dr O C Aloysius	<ul style="list-style-type: none"> • Life Member, Commerce Association of Kerala • Member of B. Com Examination Board, University of Calicut, Kerala • Member of Question paper setting for Kerala State Higher secondary examinations. • Question Paper setter for various competitive examinations 	

22. Student projects

- a. Percentage of students who have done in-house projects including inter departmental / programme : 100%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies: NIL

23. Awards / Recognitions received by faculty and students : NIL

24. List of eminent academicians and scientists visitors to the department

<i>Name</i>	<i>Designation</i>	<i>Purpose</i>	<i>Date</i>
Dr S Rajitha Kumar	Associate Prof, School of Management Studies, CUSAT, Kochi	Resource Person of the workshop on Statistical Techniques and Research Methodology in Commerce	„
Dr Roy C Mathew	Associate Prof., School of Gandhian Thought & Development Studies, MG Uty, Kottayam	Resource Person of the workshop on Statistical Techniques and Research Methodology in Commerce and Management	”

Shri C V George	General Manager, Reserve Bank of India, Ernakulam	Chief Guest - for inaugurating and to deliver the key note address for the national seminar on Micro Finance and Financial Inclusion: Issues and Challenges	26 th - 27 th August, 2013
Dr V Raman Nair	Director, SCMS, Kochi	Resource Person for the national seminar on Micro Finance and Financial Inclusion: Issues and Challenges	”
Dr M Kannan	Principal, Madurai Institute of Social Sciences, Madurai	Resource Person for the National Conference on Research Methodology, Data Analysis and Structural Equation Modelling	15 th - 17 th January, 2015
Dr R Ravanan	Associate Professor & Head, Dept of Statistics, Presidency College, Chennai	National Conference on Research Methodology, Data Analysis and Structural Equation Modelling	”
T M Venkatamurugan	Associate Prof., Madurai Institute of Social Sciences, Madurai	Resource Person for the National Conference on Research Methodology, Data Analysis	”
Smt. K K Elizabeth	Associate Prof., St.Edmund's College, Shillong	Resource Person for the National Conference on Research Methodology, Data Analysis and Structural Equation Modelling	”

Dr K S Chandrasekharan	Dean, Department of Management Studies, Institute of Management Kerala, University of Kerala, Thiruvananthapuram	Resource Person for the National Seminar on Influence of Electronic Commerce in Societal Context	12 th -13 th November, 2015
Dr S Madhavan	Associate Professor, Department of Management, Manomaniam Sunderlal University, Thirunelveli, Tamilnadu	Resource Person for the National Seminar on Influence of Electronic Commerce in Societal Context	”
Dr K B Nideesh	Assistant Professor, Department of Commerce, Pondicherry University, Pondicherry	Resource Person for the National Seminar on Influence of Electronic Commerce in Societal Context	”

25. Seminars/ Conferences/Workshops organized & the source of funding

<i>Title</i>	<i>State / National / International</i>	<i>Date and year</i>	<i>Funding agency</i>
Workshop on Statistical Techniques and Research Methodology in Commerce and Management	State	30 th & 31 st January and 1 st February, 2012	Directorate of Collegiate Education, Thiruvananthapuram
National Seminar on Micro finance and Financial Inclusion: Issues and Challenges	National	26 th -27 th August, 2013	UGC

National Conference on Research Methodology, Data Analysis and Structural Equation Modelling	National	15 th -17 th January, 2015	UGC
National seminar on Influence of e-commerce on Societal Context	National	12 th -13 th November, 2015	Directorate of Collegiate Education, Thiruvananthapuram

26. Student profile programme wise:

Academic Year	Name of the programme	Applications received	Selected	Enrolled		Pass percentage
				Male	Female	
2012-2015	B Com	CAP	60	20	40	98
2011-2014		CAP	60	28	32	98
2010-2013		CAP	60	28	32	98
2009-2012		CAP	60	25	35	86
2013-2015	M Com	CAP	11	5	6	-
2012-2014		CAP	12	2	10	73

27. Diversity of Students : No students from other States or from abroad have been enrolled in department.

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, civil services, defence services, etc.? : NIL

29. Student progression

Student progression	Against percentage enrolled
UG to PG	40%

<i>Employed through campus selection</i>	10%
<i>Employed other than through campus recruitment</i>	30%
<i>Entrepreneurship / self-employment</i>	20%

30. Details of Infrastructural facilities

a. Library : Yes

Books in the general library

Journals in the department-18

b. Internet facilities for staff and students : Yes

c. Class rooms with ICT facility : 4 class rooms and 1 smart room

d. Laboratories : NIL

31. Number of students receiving financial assistance from college, university, government or other agencies : 186

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

- ❖ Dr Kim Jinwoog, Professor, Korea Research of Military Affairs, South Korea delivered a talk on Changes in the education Sector in foreign countries on 7th March, 2013.
- ❖ Prof K K Raju, HOD, Dept of Commerce, Govt. College, Nattakom to inaugurate the Commerce Association 2014-15 and delivered a talk on the recent developments in Corporate Sector February 2015
- ❖ Prof. Eldho, Marian Finishing Academy, Kothamangalam to conduct enrichment programme on Personality Development in 2013, 2014 and 11th August, 2015
- ❖ Dr. Joseph George, Assistant Professor, St. Joseph's College, Moolamattom, for Financial Education Programme for II B Com and M Com students on 18th September 2015

33. Teaching methods adopted to improve student learning

- Lecturing, Tutorials, Power Point Presentations, Seminars, Group Discussions

- National Seminars/Conferences
- Workshops
- Department Journals
- Remedial Coaching
- Coaching classes for UGC NET Exam
- Orientation class for PSC
- Computer awareness programme
- Extension lectures
- Departmental students Grievance Redressal Cell
- Factory visits
- Consultancy services

34. Participation in Institutional Social Responsibility (ISR) and extension activities

Extension Activity

- Financial Information for Rural Empowerment Programme - Convenor
Vince Thomas
- Financial Education Programme for SHG Members

35. SWOC analysis of the department

Strengths

- ◆ Good infrastructural facilities and student friendly environment
- ◆ Separate smart room with a capacity of ICT facilities
- ◆ Managing capability for conducting workshops and faculty development programmes
- ◆ Continuous concentration on improving students' skill and abilities
- ◆ 3 Faculties are Ph D qualified, 3 with M Phil
- ◆ 5 faculty members are pursuing Ph D
- ◆ Young and talented faculty members
- ◆ ICT enabled for class rooms
- ◆ 98% of the students of the department are members of the NCC and NSS activities

Weaknesses

- ◆ Lack of a computer lab to accommodate 60 students at a time

Opportunities

- ◆ Can organise skill development programmes with the financial assistance from the State Government
- ◆ Motivating the students to participate in extra-curricular activities in and outside the State
- ◆ Provide responsibilities for academic and cultural activities
- ◆ Starting of Research Centre
- ◆ Starting of new Professional Courses in Management, Banking, Plantation Management, etc.

Challenges

- ◆ Organising placement of students in Multi- National Organisations through Campus Recruitment
- ◆ Mould the students to the meet the arising needs of the industry
- ◆ Arrange the facilities of visiting faculty

36. Future plans of the department

- To establish a full-fledged Entrepreneurship Development Cell which will enable them to improve the skills of students to start their own organisations.
- To start a Research Centre
- To establish Consultancy Service to the students on their projects and career development
- To start a well-established placement cell for the department
- To strengthen the Alumni
- To enable industrial collaboration so as to undertake their projects

DEPARTMENT OF ECONOMICS

1. Name of the department : ECONOMICS
2. Year of establishment : 1989
3. Names of programmes offered by the Department : B A
4. Names of interdisciplinary courses and the departments / units involved:
 The Department offer a paper titled “Foundations of Environmental Economics” as Open course to other departments- Chemistry, Commerce, Malayalam and Mathematics.
5. Annual / semester / choice based credit system (programme-wise):
 B.A. Economics programme- Choice Based Credit and Semester System (CBCSS)
6. Participation of the department in the programmes / courses offered by other departments:
 The Department offer a paper titled “Foundations of Environmental Economics” as Open course to other departments- Chemistry, Commerce, Malayalam and Mathematics.
7. Courses in collaboration with other universities, industries etc.: NIL
8. Details of courses / programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts :
 - i. Economics : 2
 - ii. History : 1
 - iii. Political Science : 1
10. Faculty profile with name, qualification, designation, specialization etc.

<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Specialization</i>	<i>experience</i>	<i>No. of students guided*</i>
Economics					
Subha P P	M A B Ed NET	Assistant Professor	Health Economics	3 year and 10 months	Nil
Arun Kumar T A	M A NET	Assistant Professor	Development Economics	3 year	Nil

<i>Political Science</i>					
Biveesh U C	M A, NET	Assistant Professor (On FIP)		6	
Arun Ravindran	M. A., M. Phil, NET	FIP Substitute Lecturer	International Relations	5 years	
<i>History</i>					
Sandhya J. Nair	M.A., B.Ed. NET	Assistant Professor	Indian History-Social History and Environmental History	7 years	Nil

11. List of senior visiting faculty : NIL
12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty : Nil
13. Student –teacher ratio (programme-wise): 50:1
14. Number of academic support staff (technical and administrative staff) sanctioned and filled: NIL
15. Qualifications of teaching faculty with DSc/DLitt/ PhD/ MPhil/PG

<i>Qualification</i>	<i>Associate Professors</i>	<i>Assistant Professors</i>	<i>Total</i>
<i>Economics</i>			
<i>P G</i>	-	2	2
<i>History</i>			
<i>P G</i>	-	1	1
<i>Political Science</i>			
<i>P G</i>	-	1	1

16. Number of faculty with on-going projects from national and international funding agencies and grants received:

<i>Name of faculty member</i>	<i>Title of project</i>	<i>Funding agency</i>	<i>Duration</i>	<i>Grants received (Rs. Lakhs)</i>
Arun Kumar T A	A Study on the Marginalisation of Tea Plantation Workers in Idukki : A Case study of Peerumedu Taluk	UGC MRP	2years	Rs.70,000/- (sanctioned)

17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR etc. and total grants received: NIL

18. Research centre /facility recognized by the university: NIL

19. Publications:

a. Publications : 2

b. Chapters in Books:

<i>Author</i>	<i>Name of chapter</i>	<i>Title of book</i>	<i>Publisher and year</i>
Sandhya J. Nair	Value Oriented Education :The Gandhian Way	The Gandhian Way-In Search of a peaceful world order for the 21 st Century	Icon Publications Pvt.Ltd, 2009

20. Areas of consultancy and income generated: NIL

21. Faculty as members in national committees, international committees, editorial boards, university bodies etc.

<i>Name of faculty member</i>	<i>Name of committee / board etc.</i>	<i>Period</i>
Sandhya J. Nair	Kerala Council for Historical Research Indian History Congress South Indian History Congress Kerala History Congress	Life Membership

22. Student projects

- a. Percentage of students who have done in-house projects including inter departmental / programme : 100%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : NIL

23. Awards / Recognitions received by faculty and students : NIL

24. List of eminent academicians and scientists visitors to the department

<i>Name</i>	<i>Designation</i>	<i>Purpose</i>	<i>Date</i>
Dr. S Iyyampillai	Professor of Economics, Bharathidasan University, Thiruchirapalli	Resource Person of the National Seminar on Advanced Research Methodology and its Application in Social Science Research.	7, 8 & 9 March 2012
Dr. Cyriac Mathew	Deputy Director (Retd) Collegiate Education , Kerala	Resource Person of the National Seminar on Emerging Challenges and Prospects of 20 years of Economic Reforms I India	October 31 & November 1, 2013
Dr. Francis Gnanasekar	Vice Principal St. Joseph's College , Trichi	Resource Person of the National Seminar on Emerging Challenges and Prospects of 20 years of Economic Reforms I India	October 31 & November 1, 2013
Dr. K G Jose	Director, Rajagiri Business School Kakkanad	Resource Person of the National Seminar on Emerging Challenges and Prospects of 20 years of Economic Reforms I India	October 31 & November 1, 2013
Dr. Madhusoodhanan	Principal (Retd) University College Trivandrum	Resource Person of the National Seminar on	October 31 & November

		Emerging Challenges and Prospects of 20 years of Economic Reforms I India	1, 2013
Dr. Martin Patrick	Director, Rural Academy for Management Studies, Ernakulam	Resource Person of the National Seminar on Financial Crisis in Kerala: an Overview	December 17 & 18 2014
Dr. Visakha Varma	Principal(Retd), P M Govt. College Chalakkudy	Resource Person of the National Seminar on Financial Crisis in Kerala: an Overview	December 17 & 18 2014
Dr. Jose Sebastian	Gulati Institute of Finance and Taxation, TVM	Resource Person of the National Seminar on Financial Crisis in Kerala: an Overview	December 17 & 18 2014
Dr. V Mathew Kurian	Joint. Director , K N Raj Study Centre for Planning and Central State Relations, Kottayam	Resource Person of the National Seminar on Financial Crisis in Kerala: an Overview	December 17 & 18 2014

25. Seminars/ Conferences/Workshops organized & the source of funding

<i>Title</i>	<i>State / National / International</i>	<i>Date and year</i>	<i>Funding agency</i>
Advanced Research Methodology and its Applications	National	7, 8 & 9 March 2012	Directorate of Collegiate Education ,Kerala
Emerging Challenges and Prospects of 20 years of Economic Reforms I India	National	October 31 & November 1, 2013	Directorate of Collegiate Education ,Kerala
Financial Crisis in Kerala: an Overview	National	December 17 & 18 2014	Directorate of Collegiate Education ,Kerala

26. Student profile programme/course wise:

Name of the course/programme	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
2014-15	CAP	50	18	32	100
2013-14	CAP	50	19	31	87
2012-13	CAP	50	15	35	81

27. Diversity of Students :

Remote location of the College restricts students from other States to take admission to this College and the course.

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, civil services, defence services, etc.:

SET: 2

29. Student progression

Student progression	Against percentage enrolled
UG to PG	20%
Employed other than through campus recruitment	35%
Entrepreneurship / self-employment	45%

30. Details of Infrastructural facilities:

- Library : Yes
- Internet facilities for staff and students : Yes
- Class rooms with ICT facility : one smart room and one interactive class room
- Laboratories : NIL

31. Number of students receiving financial assistance from college, university, government or other agencies : 150

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts :

<i>Name of programme</i>	<i>Date and year</i>
Inauguration of the Economics Association	04-03-2015
Inauguration of the Economics Association	18-02-2014
Inauguration of the Economics Association	06-03-2013

33. Teaching methods adopted to improve student learning:

- Lecturing ,Tutorials, Power point Presentations, Seminars, Group Discussions
- National Seminars/Conferences
- Department Books and Journals
- Remedial Coaching
- Orientation Class for PSC
- Extension lectures

34. Participation in Institutional Social Responsibility (ISR) and extension activities:

- A survey conducted at Kozhimala Tribal Settlement on 10-09-2015 to analyse and evaluate the socio-economic conditions of the tribal people as part of the observation of World Literacy Day.

35. SWOC analysis of the department:

Strengths

- ◆ Young and talented faculty members
- ◆ 95 % of students participate in social service programmes in the campus like NCC, NSS etc..
- ◆ Interacting and motivating faculty
- ◆ Apt mentoring of students
- ◆ Smart classroom with internet facility
- ◆ Smart classroom with interactive board enabling easy accessibility to the outer world

- ◆ All faculty members pursuing PhD
- ◆ Provides extension activities for students to analyse social conditions of specified localities
- ◆ Motivates students to evaluate various aspects of society in connection with their project like socio-economic conditions of an area, tribal people, dairy farms, tea plantations and so on

Weaknesses

- ◆ Full-fledged computer systems to accommodate whole students of a class
- ◆ Absence of higher education facilities within the campus
- ◆ Absence of sufficient number of campus recruitment

Opportunities

- ◆ Motivates students for participating for participating in the co-curricular and extra-curricular activities
- ◆ Organise skill development programmes under the assistance of State government
- ◆ Preparing students for achieving opportunities at various levels like IES, State Planning Board etc. which gives preference to the subject of Economics

Challenges

- ◆ Placement of students in various firms due to the absence of enough number of campus recruitment
- ◆ Difficulty in providing visiting faculties from other universities and institutions within India and abroad

36. Future plans of the department:

- To uplift the department into Post Graduate department and then to a Research Centre
- To establish a career development consultancy service for the students
- To establish institutional and industrial collaboration in the completion of projects of students

- To publish all the studies conducted by students at various times
- To enable placement cell
- To Strengthen Alumni

DEPARTMENT OF MALAYALAM

1. Name of the department : MALAYALAM
2. Year of establishment : 1977
3. Names of programmes offered by the department : B A Malayalam, M A Malayalam
4. Names of interdisciplinary courses and the departments / units involved : Open Course –Journalism
5. Annual / semester / choice based credit system (programme-wise)

<i>Programme</i>	<i>Scheme</i>
B A	Choice Based Credit and Semester System (CBCSS)
M A	Credit and Semester System (CSS)

6. Participation of the department in the programmes / courses offered by other departments
 - a. The department offers common courses in Malayalam to students of all UG programmes
 - b. The department offers an open course in Journalism to students of all UG programmes
7. Courses in collaboration with other universities, industries etc. : Nil
8. Details of courses / programmes discontinued (if any) with reasons : Nil
9. Number of teaching posts

	<i>Sanctioned</i>	<i>Filled</i>
<i>Malayalam</i>	8 (Assistant Professor)	8 (Assistant Professor)
<i>Sanskrit</i>	1 (Assistant Professor)	0

10. Faculty profile with name, qualification, designation, specialization etc.

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph D students guided*
Sri. Shanty M Jacob	MA,B.Ed,N ET	Assistant Professor	Linguistics, Folklore	8	-
Dr. K Shiju	M A,B.Ed M.Phil,Ph. D,NET	Assistant Professor	Linguistics & Kerala Culture	6	-
Smt. Saleena S	M A, B.Ed NET,	Assistant Professor	Grammar	3	-
Miss. Lissy Joseph	MA,B.Ed, M.Phil,NET	Assistant Professor	Dalit studies	2	-
Sri.Yacob Thomas	M A, B.Ed,M.Phi I,NET	Assistant Professor	Cultural And Gender studies	2	-
Sri. J Kumar	M A, B.Ed,NET, SET	Assistant Professor	Translation studies	2	-
Smt. Manju K	M A, Bed, M.phil,NET	Assistant Professor	Fiction	2	-
Sri. Rajesh Kumar K	M A, B.Ed,NET, M.Phil	Assistant Professor	Mediaeval Literature	1	-
Ajilal V (Sanskrit)	M A (Jyothisha)	Assistant Professor (contract)	Jyothisha	3	-

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme-

wise) by temporary faculty : Sanskrit (100%)

13. Student -teacher ratio (programme-wise)

<i>Programme</i>	<i>Student - teacher ratio</i>
UG	24:1
PG	6:1

14. Number of academic support staff (technical and administrative staff) sanctioned and filled : Nil

15. Qualifications of teaching faculty with D Sc/D Litt / Ph D/ M Phil/P G

<i>Qualification</i>	<i>Assistant Professors</i>	<i>Total</i>
<i>Ph D</i>	1	1
<i>M Phil</i>	5	5
<i>P G</i>	3	3

16. Number of faculty with on-going projects from national and international funding agencies and grants received

<i>Name of faculty member</i>	<i>Title of project</i>	<i>Funding agency</i>	<i>Duration</i>	<i>Grants received (Rs. Lakhs)</i>
Dr. K Shiju	Thekkan thiruvithaam koorinte Bhashaswaroopam vamoziyum varamozhiyum aspadamakki oru apagradanam.	UGC	18 month	1

17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR etc. and total grants received : Nil

18. Research centre /facility recognized by the university : Nil

19. Publications:

a. Publications : 18

b. Number of papers published in peer reviewed journals (national /international) by faculty and students :

<i>Author</i>	<i>Title</i>	<i>Journal, year, volume and page</i>
Dr. K Shiju	Chithmbaranadarkatha (Thekkanpattu)	Bhashasahithy Vol 26 No 1-4 Dec-2014, 86-92
	C.Vyude Anantapathmanabhan Oru Charithrakathapathram	Vijnanakairali, Vol 42 No-5 , May 2011, 53-56
Yacob Thomas	Lingathinte Samara Bhoomiyil- Streepaksha Niroopanathinte Samakalika Bhoomika	Malayalam Research Journal, May 2010
	Lingam, Nadyam, Aanatham- Streekalude Aan veshangle Munnirathi Chila Vicharangle	Malayalam Research Journal, January 2011

c. Monographs

<i>Author</i>	<i>Title</i>	<i>Publisher and year</i>
Yacob Thomas.	Udalinte Adhunikatha- kumaranashante Aadhunikananthara Sandherbhangle	Presakthi Book House, 2010
	Penbudhi Munbudhi- Budhijeivyude Keraleeya Linga parisarathil Ninnu Leelavathiye Vayikkumpol	Book- Vagartha Prethipathi DC Books, 2015

d. Chapters in Books

<i>Author</i>	<i>Name of chapter</i>	<i>Title of book</i>	<i>Publisher and year</i>
Dr. K Shiju	Mannankooth	Paristhithiyum samskarika swathwavum keralathile nadodi samskarathil	Book Meedia ISBN 978-81- 89085-96-4, Kottayam,2014,p 77-82
Yacob Thomas	Veshya, Padham, Charitrem, Adhunikatha	Bhoomi Malayalam(Ed. Muse Mary George)	UC College, Aluva
	Keraleeyathayud e Savarna Shareeram	Mohanlal Padanangale (A. V Reguvas)	JR Books, Kottayam
	Navothanathinte Shareeram/ Shareerathinte Navothanam	Navothanathinte Parimithikal (Ed. Bineesh Puthuppanam)	Vidhyarthi Publications, Kozhikkode
	Kalathinte Charitram, Lingathinteyum	Thakazhi- kalaBhoopadangle	Kairali Books, Kannur, ISBN 9381649-46-0
	Othutheerppukal illatha Samara Bhoomiyil- Ashithayude Kathakal	Malayalathinte Kathakarikal	SPCS, KTM ISBN 978000192356
	Shareerathinte Rashtreeyam- Puthiya Kathakalile Shareera Rashtreeyam	Samakalika Malayala Cherukatha- Vazhiyum Porulum	UC College, Aluva
	Adhunikathayud e Adayalangle- G Kavitha	Jnanapeeda Punarvayana	Malayalam Department, Maharajas College, EKM, 2012
	Shareerathinte Rashtreeyam	Straina Sargathmakatha-	Department Of Malayalam,

		Ezhuthum Ezhuthukarikalum	Page-56-66, ISBN 978-81- 89085-49-0
	Cyber Lokavum Adhunikathayude Purusha Lingavum	Nava Madhyamangle- Bhasha, Sahithyam , Samskaram	SPCS, KTM, Page- 180- 185.ISBN 978- 93-830475-19-4.
	Penbudhi Munbudhi- Budhijeveiyude Keraleeya Linga parisarathil Ninnu Leelavathiye Vayikkumpol	Vagartha Prethipathi DC Books, 2015	DC Books, 2015, Page 83-97, ISBN978-81- 240-1996-2.

e. Books Edited

<i>Author</i>	<i>Title of book</i>	<i>Publisher and year</i>
Yacob Thomas	Kazhchayude Pakarnnattangle- P balachandrente Nadakavum Cinemayum	Papirus Books, KTM, 2012 ISBN 978-81-9228.

f. Books with ISBN/ISSN numbers with details of publishers

<i>Title of book</i>	<i>Author / Editor</i>	<i>Publisher and year</i>
Kazhchayude Pakarnnattangle- P. Balachandrente Nadakavum Cinemayum	Yacob Thomas	Papirus Books, KTM, 2012 ISBN 978-81-9228.
Aadhunikathyude Padangal: Malayala Kavithayude Stree paksha Rashtreeyam	Yacob Thomas	Kerala Bhasha Institute, TVPM. ISBN 817638959-5.
Pullingathinte Noottangle- Stree, Chalachitram, Aagooleekaranam	Yacob Thomas	Vidhyarthi Publications, Kozhikkode, ISBN 978-81- 922384-0-1.

g. Papers presented by the faculty : 30

20. Areas of consultancy and income generated : Nil

21. Faculty as members in national committees, international committees, editorial boards, university bodies etc.

<i>Name of faculty member</i>	<i>Name of committee / board etc.</i>	<i>Period</i>
Manju.K	Member, Question Paper setter, Kerala University	2015

22. Student projects

- a. Percentage of students who have done in-house projects including inter departmental / programme : 100%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : Nil

23. Awards / Recognitions received by faculty and students

<i>Name of faculty / student</i>	<i>Designation / class</i>	<i>Award</i>	<i>Year</i>
Shanty M Jacob	Assistant Professor	Good service entry From Kerala Govt.	2010
Dr K Shiju	Assistant Professor	Good service entry From Kerala Govt.	2010
Yacob Thomas	Assistant Professor	SBT Award For Literary Criticism, Book Adhunikathayude Padangle,	2012
		Dr.K.M.George Memorial Award of Kerala Bhasha Sahithya Institute	
		DB Kumar Endowment award of Kerala Sahithya Academy	

24. List of eminent academicians and scientists visitors to the department

<i>Name</i>	<i>Designation</i>	<i>Purpose</i>	<i>Date</i>
Sri.K.P. Ramanunny	Famous Malayalam novelist, Short story writer and Vayalar Award winner	National Seminar	2013 January 22,23
Sri.Akbar Kakkattil	Vice President, Kerala Sahitya Academy	Inter National Seminar	2014 Feb 20-21
Dr.D. Reghoothaman	Theatre Artist, The only one Malayalee actor who performed in Shakespear's Global Theatre in London (Drama-Hamlet)	Drama Workshop	2015 September 28,29,30
Sri.Narippatta Raju.	Drama Director, Actor, Teacher School Of Drama , Thrissur.	Drama Workshop	2015 September 28,29,30
Dr. L. ThomasKutty.	H.O. D. Malayalam Department, Calicut University.	National Seminar	2015 September 28,29,30
Prof. Kadammanitta Vasudevan Pillai	Former Vice Chairman, Kerala Folklore Academy, Folklorist, writer and Patayani artist.	Monthly Talk Series	2015 August 18
Ashokan Charuvil	Famous short story writer	Invited Talk	2014 february 10
Dr. Sunil. P. Elaydam	Famous Critic and writer Associate Prof., Sanskrit University, Kaladi.	National Seminar	2014 December 4,5,6

Dr. B. V. Sasi Kumar	Reader, Malayalam Dept. Kerala University	Inter National Seminar	2014 Feb 20-21
S. Joseph	Famous Malayalam Poet, Kerala Sahithya Academy Award winner	Invited Talk.	2014 October 01
Ingrid Laxmi	World famous Dancer	Inter National Seminar	2014 Feb 20-21
Dr. B. Ravikumar.	Folklorist, Writer, Folklore Academy Award winner	Monthly Talk Series	2015 September 10
Dr. C. J. George	Literary Critic, Kerala Sahithya Academy IC Ckacko Award winner	National Seminar	2015 September 28,29,30
Gireesh Puliyoor	Famous Malayalam poet	Inter National Seminar	2014 Feb 20-21
Sri. Parthasarathe Varma	Famous Painter, Musician and Social activist	Vayalar Anusmarana Prabhashanam	2015 October 28
Dr. V. Reeja.	Writer and Associate Professor Kannur University	National Seminar	2015 September 28,29,30
Dr. Santhosh. O.K.	Madras University	National Seminar	2015 September 28,29,30
Dr. P. Somanathan	Assistant. Prof. Malayalam Department, Calicut University.	National Seminar	2015 September 28,29,30
Prof. N. C. Haridasan	Kerala university.	National Seminar	2015 September 28,29,30

Dr. Valsala Baby	Kerala University	National Seminar	2015 September 28,29,30
Dr. Mahesh Mangalattu	Associate Prof, Govt. College Mahi.	Monthly Talk Series	2015 July 20
Dr. Harikumar Changampuzha	Associate Professor, School of Letters, M.G. University, Kottayam	National Seminar	2014 December 4,5,6
Dr. G. Padma Rao	Prof, Kerala University	Inter National Seminar	2014 Feb 20-21
Dr. N. Anil Kumar	Sree Kerala Varma College, Trissur.	Inter National Seminar	2014 Feb 20-21
Antony Muniyara	Malayalam poet and writer	Inter National Seminar	2014 Feb 20-21
Vinodh Visakhi	Malayalam poet	Inter National Seminar	2014 Feb 20-21
Dr.T.Jithesh	Famous film critic, writer and Assistant Professor Madhurai Kamaraj University	National Seminar	2012 march 22,23
Prof.Sivadasan KK	Kannur University	National Seminar	2012 march 22,23
Prof. Kim Jinwoog	Korea Research of Military Affairs, Seoul South Korea	International seminar	7 march 2013

25. Seminars/ Conferences/Workshops organized & the source of funding

Title	State / National / International	Date and year	Funding agency
Nadakam, Arangu, kazcha, vicharam	National Seminar	28-30 September	Collegiate Education Department, Kerala
Drama Workshop	National	2015 September 28-30	Collegiate Education Department, Kerala
Puthukalam, Puthuvayana Malayala Bhashayum Sahityavum Irupatham noottandu vare.	National Seminar	2014 December 4,5,6	Collegiate Education Department, Kerala
Malayala Thanimayude Kamaladalangal	Inter National Seminar	2014 February 20,21	Kerala Higher Education Council
Malayala Bhavanayude Prakasa Gopurangal	National Seminar	2013 January 22,23	Collegiate Education Department, Kerala
Keralam- Bhasha Sahityam Samskaram	National Seminar	2012 March 22,23	Own Fund

26. Student profile programme/course wise:

Year	Name of the course/programme	Applications received	Selected	Enrolled		Pass percentage
				Male	Female	
2014-15	BA Malayalam	CAP	30	10	20	96%
	MA Malayalam	CAP	12	4	8	-
2013-14	BA Malayalam	CAP	30	7	23	85.18%
	MA Malayalam	CAP	12	3	9	82%
2012-13	BA Malayalam	CAP	30	9	21	91%
	MA Malayalam	CAP	12	3	9	55%

27. Diversity of Students : All students are from the same state (Kerala)
28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, civil services, defence services, etc.?

<i>Name of examination</i>	<i>No. of students who cleared the examination</i>
NET	1.O.K.Santhosh 2.Jyothis.AS 3.Saritha A.T 4.Subha.B 5.Faizal AM 6.Anoop Surendran 7.Anithamol C.S 8.Umadevi.P 9.Saritha KS 10.Athira CM 11.Jissa Kurien

29. Student progression

Student progression	Against percentage enrolled
UG to PG	60%
PG to M Phil	2%
PG to Ph D	2%
Ph D to post-doctoral	0%
Employed through campus selection	0%
Employed other than through campus recruitment	10%
Entrepreneurship / self-employment	26%

30. Details of Infrastructural facilities

a. Library

Department Reference Library (own fund)

b. Internet facilities for staff and students

Internet Facility for Staff & Students Department have internet connection and wi-fi facility

c. Class rooms with ICT facility : All classes have ceilmounted LCD projectors, Digital podium and wifi connectivity.

d. Laboratories : No

e. Other facilities : Plasma TV, Handy cam, Digital camera, Scanner, Laptops, Desktop Computers, Photostat machine, laser printer, Home theatre system, DVD player, High quality Public Address system

31. Number of students receiving financial assistance from college, university, government or other agencies : 108

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

<i>Name of programme</i>	<i>Date and year</i>
Special Lectures	
1. 'Vayalarum malayalabhavukathwavam'- Sri.Partha Saradhi varma	2015 October 28
2. 'Patayaniyude Rashtreeyam'- Dr.B.Ravikumar	
3. 'Kerala samooham-Bhashayum sankethikavidyayum'-Dr.Mahesh Mangalattu	2015 September 10 2015 August 20
4. 'Pachappinte rashtreeyam'- Adv.Hareesh Vasudevan	2015 June 11
5. 'Vakkukalude chimmini velicham'- Sri.Ashokan Cheruvil	2014 February

6. Sri.K.C George	
7. Prof.S.Joseph	2014 October 01
8. 'Indra dhanussin theeram'- Sri.Kurichi Sadan	2014 October 01 2014 October 27
9. Dr.Jineshkumar Eramam	
10.Sri.Akbar Kakkattil	2014 January 15
11.Sri.Kanchiyar Rajan	2014 March 20
12.Sri.N.L.Balakrishnan	2013 August
13.Sri.K.P.Ramanunny	2013 April
14.Dr.T.Jithesh	2013 March 22
15.Sri.M.C.Kattappana	2012 March 23
16.Dr.T.N.Seema	2012March 5
17.Sri.Gireesh Puliyoor	2012 January 16
18.Dr.L.Thomaskutty	2012 January 16
19.Dr.Dominic J Kattoor	2012 January 8
20.Prof.S.Joseph	2012 January 6
21.Fr.Bennychan Scaria	2011 December 16
22.Dr.B.Ravikumar	2011 October 31
23.Dr.B.Ravikumar	2011 August 23
24.Dr.P.Venugopalan	2011 August 22 2011 July 15
Workshops	
1. Drama Workshop,Dr.D.Reghoothaman	2015 September 28-30
2. Drama workshop Sri.narippatta Raju	2015 September 28-30
3. Theyyam workshop Sri.Shimjith,Samskara Nattarivu kendram Kasargod	2015 september 29 2013 October 30
4. Journalism workshop	2012 October
5. Aattakkatha-workshop	2012 January 06
6. Kavyaswadanam workshop	

Demonstrations	
1. Theyyam,Samskara Nattarivu kendram Kasargod	2015 September 29
2. Drama-“Bhoothavishta bhoomi”- Natyasasthra Kadampazhippuram	2015 September 28
3. ‘Nattarang’ Folk music concert	2015 September 29
4. ‘Thulunadan peruma’-Folkmusic concert	2014 August 22
5. ‘Nadan chinthukal’ Folk music concert-Sri.jayachandran kadampanadu	2014 March 30
6. ‘Charithrayanam’-Photo exhibition related to Kerala History	2013 November 01
7. Photo Exhibition –NL Balakrishnan’s photos	2013 April 20
8. Chakyarkooth-Sri.PothiyilNarayana Chakyar	2012 April
9. Kathakali-nalacharitham Randam divasam	2011 July 15
Enrichment programmes	
1. ‘Spectacles2015’-Film festival	2015 October 11,12
2. Theatre workshop	2015 September 28,29,30
3. Invited Talk-Kerala Samooham Bhashayum sankethikavidyayum Dr.Mahesh Mangalattu	2015 August 20
4. Shortfilm Production	2014 August 22
5. ‘Mizhivu’ Film festival	2015 February 21,22
6. ‘Frames of Life’-film festival	2013 February 28,march 01
7. Kathakali Demonstration	2011 July 15
8. ‘Cinemaniam2011’ film festival	2011 December 20,21
9. Short Film production	2012 March23

33. Teaching methods adopted to improve student learning

- Power point Presentations
- Student Seminar presentations
- Invited Lectures
- Exhibition of Movies and documentaries
- Quiz competitions
- Debates & Discussions
- Demonstrations

34. Participation in Institutional Social Responsibility (ISR) and extension activities

Extension Activities

Folk Museum

Demonstration of Classical and Folk art forms

Film festivals

Talk series

Organic farming

Institutional Social Responsibility (ISR)

35. SWOC analysis of the department

Strengths

- 1) Good infrastructure including own building with spacious classrooms, conference hall, staff room etc.
- 2) Classrooms with multimedia facilities and digital podiums
- 3) Well furnished and smart PG Classes.
- 4) Facility to incorporate technology in teaching learning process by making use of computer, wi-fi internet and other facilities provided in the campus.
- 5) UGC NET coaching classes for PG Students.
- 6) Socially responsible and committed teacher student community.

Weaknesses

- 1) The Socioeconomic background of the high ranges which affects the academic activities of the students.
- 2) The dropout of girl students
- 3) Inadequate travel facilities in high range/ Idukki district.

- 4) Absence of advanced reference library.

Opportunities

- 1) Advanced coaching classes for UGC-NET examination.
- 2) Career guidance and coaching programme for students to tap career opportunities.
- 3) Awareness programmes for students and parents to face the challenging social issues of high range.

Challenges

- 1) The trend in education sector to choose vocational/professional courses over humanities misguides students with talent aptitude from taking up language and literature studies.
- 2) The financial crisis of the high range/ Idukki district also acts as an obstruction for student to study humanities.
- 3) Moves to transform the curriculum in to an IT based one.

36. Future plans of the department

- 1) To upgrade the Department to a research centre and to start new academic programmes including M.Phil.
- 2) To develop the folklore museum and Heritage Study centre into a State level resource centre for folklore and tribal heritage studies in Idukki.
- 3) To develop academic and research collaborations with national and a state level resource centres and research initiatives.
- 4) To establish a cyber wing for the integration of language studies with information and communication technology so as to transform the teaching-learning process to a technology based one.
- 5) To establish a resource centre for the collection, compilation and dissemination of the creative works of authors/writers and artists of the high range. The centre is conceived as a platform for the study and publication of the works of the authors and as a literary discussion forum.

DEPARTMENT OF MATHEMATICS

-
1. Name of the department : MATHEMATICS
2. Year of establishment : 1999
3. Names of programmes offered by the department : B Sc MATHEMATICS

4. Names of interdisciplinary courses and the departments / units involved :

The department offers a course named Applicable Mathematics as an Open Course for the students of Commerce, Chemistry, Economics and Malayalam Departments and also offers Complementary Course for the students of Chemistry Department.

5. Annual / semester / choice based credit system (programme-wise)

<i>Programme</i>	<i>Scheme</i>
B Sc (Mathematics)	Choice Based Credit and Semester System (CBCSS)

6. Participation of the department in the programmes / courses offered by other departments
- The department offers complementary course for the students of B Sc Chemistry
 - The department offers a course named Applicable Mathematics as an Open Course for the students of Commerce, Chemistry, Economics and Malayalam Departments
7. Courses in collaboration with other universities, industries etc.: Nil
8. Details of courses / programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts

	<i>Sanctioned</i>	<i>Filled</i>
<i>Assistant Professors (Mathematics)</i>	03	01
<i>Assistant Professors (Statistics)</i>	01	01

10. Faculty profile with name, qualification, designation, specialization etc.

<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Specialization</i>	<i>No. of years of experience</i>	<i>No. of Ph D students guided</i>
Mathematics					
Dr. G. N. Prakash	M.Sc., M.Phil, PhD, BEd, NET	Assistant Professor Mathematics	Semigroup	10	
Sri. Anil Kumar P U	MSc. NET	Guest Lecturer		1	
Smt. Johncy K Antony	M.Sc., B.Ed.	Guest Lecturer		2	
Statistics					
Smt Simi Sebastian	M.Sc. NET	Assistant Professor Statistics	Distribution Theory	9	

11. List of senior visiting faculty : NIL

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty : 62.79

13. Student -teacher ratio (programme-wise)

<i>Programme</i>	<i>Student - teacher ratio</i>
UG CBCSS (Core)	24:1
UG CBCSS (Complementary)	16:1

14. Number of academic support staff (technical and administrative staff) sanctioned and filled : Nil

15. Qualifications of teaching faculty with D Sc/D Litt/ Ph D/ M Phil/P G

<i>Qualification</i>	<i>Associate Professors</i>	<i>Assistant Professors</i>	<i>Total</i>
<i>Ph D</i>	-	01	01
<i>P G</i>	-	03	03

16. Number of faculty with on-going projects from national and international

funding agencies and grants received : Nil

17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR etc. and total

grants received : Nil

18. Research centre /facility recognized by the university : Nil

Publications:

a. Number of faculties who have participated/presented papers in

Seminars/Workshops/Conferences conducted by other Colleges/Universities:

2

19. Areas of consultancy and income generated

<i>Area of consultancy</i>	<i>Faculty members involved</i>	<i>Beneficiaries</i>	<i>income generated (Rs. lakhs)</i>
Data Consultancy	Dr. G.N.Prakash Ms. Simi Sebastian	Teachers and Students of N the College	Nil
Computer Awareness Programme	Dr. G.N.Prakash Ms. Simi Sebastain Dr. V. Kannan	Students and Staff of the College	Nil

20. Faculty as members in national committees, international committees, editorial boards, university bodies etc.

<i>Name of faculty member</i>	<i>Name of committee / board etc.</i>	
Dr. G. N. Prakash	Indian Mathematical Society (IMS).	Life Member
	Kerala Mathematical Society(KMA)	Member
	Kerala University Question Paper Setter	From 2012 onwards
	Institute of Mathematics Research and Training(IMRT)	Member

21. Student projects

- a. Percentage of students who have done in-house projects including inter departmental / programme : 100%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies : Nil

22. Awards / Recognitions received by faculty and students : Nil

23. List of eminent academicians and scientists visitors to the department

<i>Name</i>	<i>Designation</i>	<i>Purpose</i>	<i>Date</i>
Prof. John C Meakim	Department of Mathematics University of Nebraska-Lincoln, Lincoln, NE 68588-0323, US.	To Inaugurate Data consul tancy centre.	15th September 2015.
Prof. John C Meakim	Department of Mathematics University of Nebraska-Lincoln, Lincoln, NE 68588-0323, US	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr. K S S Nambooripad	Department of Mathematics, University of Kerala, Thiruvananthapuram, Kerala	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Mikhail Volkov	Department of Algebra and Discrete Mathematics, Institute of Mathematics and Computer Science, Ural Federal University , Russia	As a Resource person for ICADM 2014	4,5,6 March 2014

Dr Nguyen Van Sanh	Department of Mathematics, Faculty of Science, Mahidol University, Rama 6 Road, Rajadhevee, Bangkok 10400 Thailand	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Laszlo Marki	Alfred Renyi Institute of Mathematics, Hungarian Academy of Sciences, Budapest, H-1364 Budapest, Pf. 127, Hungary.	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Alessandra Cherubini	Dipartimento di Matematica, Politecnico di Milano, Piazza L da Vinci 32, 20133, Milano, Italy	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Pham Ngoc Anh	Alfred Renyi Institute of Mathematics, Hungarian Academy of Sciences, Budapest, H-1364 Budapest, Pf. 127, Hungary	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Jorge Almeida	Departamento de Matema- tica Pura, Faculdade de Cijncias, Universidade do Porto, Rua do Campo Alegre, 687, 4169-007 Porto, Portugal	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Paul Dorbec	LaBRI, 351 cours de la liberation University of Bordeaux 1 33400 Talence, France	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Thawhat Changphas	Department of Mathematics, Faculty of Science, Khon Kaen University Khon Kaen 40002, Thailand	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Sukhendu Kar	Department of Mathematics, Jadavpur University, Kolkata 700032. West Bengal, India.	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Rajan A R	Department of Mathematics, University of Kerala, Thiruvananthapuram, Kerala	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Rameshkumar P	Department of Mathematics, University of Kerala,	Resource person for ICADM	4,5,6 March 2014

Dr Narayanan N	Department of Mathematics, Indian Institute of Mathematics, Madras	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Jinnah M I	Retd. Professor, (university of Kerala) F2, Lavanya, Plot No. 2, Adampakam P O. Chennai	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Francis Raj S	Department of Mathematics, Pondicherry University, Pondicherry - 605014, India	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Krishnan E	Department of Mathematics, University College, Thiruvananthapuram, Kerala	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Manoj Changat	Department of Futures Studies, University of Kerala, Thiruvananthapuram 695581, India	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Romeo P G	Department of Mathematics, Cochin University of Science and Technology, Cochin	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Sujit Kumar Sardar	Department of Mathematics, Jadavpur University, Kolkata- 700032	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr Vishnu Namboothiri K	Department of Mathematics, B J M Government College, Chavara	As a Resource person for ICADM 2014	4,5,6 March 2014
Dr. V. N. Rajashekharan Pillai	Director , KSCSTE, Thiruvananthapuram	Special talk	March 4, 2014
Dr. M. K. Sen	Former Professor & Head Department of Pure Mathematics University of Calcutta	As a Resource person for NSANDM 2012	November 28th, 29th and 30, 2012
Dr. Sharad S Sane	Professor Department of Mathematics IIT, Mumbai.	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012

Dr. M. A. Pathan	Professor Department of Mathematics Aligarh Muslim University	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012
Dr. T. Tamizh Chelvam	Professor Department of Mathematics M. S. University.	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012
Dr. Anilkumar V	Professor & Head Department of Mathematics University of Calicut, Calicut	As a Resource person for NSANDM 2012	November 28 th , 29 th and 30, 2012
Dr. P Jothilingam	Former Professor & Head Dept. of Mathematics Pondicherry University	As a Resource person for NSADM 2008	November 20 th and 21 st 2008
Sri. Vishnu Namboothiri K	Department of Mathematics and Statistics, University of Hyderabad, Hyderabad.	As a Resource person for NSADM 2008	November 20 th and 21 st 2008
Sri. Easwaran Nambudiri TC	Department of Mathematics Government College, Kasaragod, Vidyanagar P O	As a Resource person for NSADM 2008	November 20 th and 21 st 2008
Dr.K P Naveenachandran	Department of Mathematics Government College, Chittur, Palakkad	As a Resource person for NSADM 2008	November 20 th and 21 st 2008

24. Seminars/ Conferences/Workshops organized & the source of funding :

<i>Title</i>	<i>State/ National/ International</i>	<i>Date and year</i>	<i>Funding agency</i>
National Seminar on Algebra and Discrete Mathematics (NSADM-2008)	National	20 and 21 st of November 2008	Directorate of Collegiate Education, Thiruvananthapuram
National Seminar on	National	28, 29 and 30 th	Directorate of Collegiate

Algebra and Discrete Mathematics (NSADM-2012)		of November 2012.	Education, Thiruvananthapuram
International Conference on Algebra and Discrete Mathematics (ICADM-2014)	International	04, 05, 06 th of March 2014	Directorate of Collegiate Education, Thiruvananthapuram, NBHM, DST, KSCSTE, CSIR

25. Student profile programme/course wise:

Year of study	Name of the programme	Applications received	Selected	Enrolled		Pass percentage
				Male	Female	
2012-2015	B.Sc. Mathematics	CAP	19	7	12	83.33
2011-2014		CAP	19	4	15	90
2010-2013		CAP	18	2	16	90
2009-2012		CAP	18	2	16	90

26. Diversity of Students : All the students enrolled in the department are from the same State.

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, civil services, defence services, etc.?

28. Student progression

Student progression	Against percentage enrolled
UG to PG	30%
Employed through campus selection	10%
Employed other than through campus recruitment	20%
Entrepreneurship / self-employment	30%

29. Details of Infrastructural facilities

- a. Library : Yes/No (No. of books): Yes 700
- b. Internet facilities for staff and students : Yes
- c. Class rooms with ICT facility : Two

d. Laboratories : One

30. Number of students receiving financial assistance from college, university, government or other agencies : 51

31. Details on student enrichment programmes (special lectures/workshops/seminars) with external experts

- Prof. John C Meakin, Department of Mathematics University of Nebraska-Lincoln, Lincoln, NE 68588-0323, US to inaugurate academic activities of the Department and Data Consultancy Centre on 15th September 2015. He delivered a Lecture on Matrices with integer entries.
- Sri Sibukumar D, Department of Mathematics, Government College, Attingal delivered a talk on “ISBN Numbers” in February 2015.

32. Teaching methods adopted to improve student learning

- Power point Presentation
- Showing lectures of famous personalities
- Practical Classes arranged.
- Discussion Method.

33. Participation in Institutional Social Responsibility (ISR) and extension activities

- Department of Mathematics and Statistics with the collaboration of Department of Commerce and Research Cell extends its activities by starting a Data Consultancy Centre in this college. The centre focuses on providing consultancy services on data analysis for faculties, post graduate and graduate students of our college and nearby colleges. The centre proposes to motivate the research aptitudes of the beneficiaries by providing help and guidance using leading mathematical and statistical software.

34. SWOC analysis of the department

Strengths

- ◆ The Department has a well equipped computer lab and gives practical not only to students of the Department but also to other students and staffs of the college.

- ◆ The Department had conducted One International Conference and conducts National seminars frequently inviting famous mathematics from India and abroad.
- ◆ Students are getting placements in organisations like Wipro, TCS.
- ◆ Internet facility is available in the Department.
- ◆ One Photocopier machine is in the Department and the facility is availed to the students too.
- ◆ The Department Library contains more than 700 books, two journals.
- ◆ Two smart class rooms.

Weaknesses

- ◆ Lack of permanent faculty members.

Opportunities

- ◆ The students frequently participate in campus selection programmes and atleast 2 students out of 24 are in a position to get placement.
- ◆ About 30 % of the students are getting admission in PG programmes.

Challenges

- ◆ Avail a PG course for the benefit the B Sc degree students

35. Future plans of the department

- Get PG course in the department.
- Conduct awareness programme on Contributions of Great Mathematicians
- PSC coaching classes to students and public.
- Monthly regular programmes to Mathematics teachers of Higher Secondary School.
- Monthly regular programmes for School teachers.
- Computer awareness programme to public.
- Conduct National and International conference/workshop in various areas of Mathematics.
- Conduct a workshop on Latex and Python.

DEPARTMENT OF ENGLISH AND DEPARTMENT OF HINDI

1. Name of the department : ENGLISH / HINDI
2. Year of establishment : 1977
3. Names of programmes offered by the department : Common Course
4. Names of interdisciplinary courses and the departments/units involved : NIL
5. Annual/ semester/choice based credit system (programme-wise) : Choice Based Credit and Semester System (CBCSS)
6. Participation of the department in the programmes/courses offered by other departments : Common Course (English- First Language & Hindi –Second Language for B A / BSc/B.Com)
7. Courses in collaboration with other universities, industries etc. : NIL
8. Details of courses/programmes discontinued (if any) with reasons : NIL
9. Number of teaching posts : English - 3 and Hindi - 1
10. Faculty profile with name, qualification, designation, specialization etc.

<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Specialization</i>	<i>No. of years of experience</i>	<i>No. of PhD students guided*</i>
English					
Biyamol George	MA NET	Asst Prof. of English	Language and Literature	5	
Tojy Dominic	MA NET	Asst Prof. of English	Language and Literature	5	
Tressa Baby	MA NET	Asst Prof. of English	Language and Literature	1	

Hindi					
Dr. Solji K Thomas	MA, Ph.D	Asst Prof. of Hindi	Hindi Literature	9	5 (ongoing)

11. List of senior visiting faculty : NIL
12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty : NIL
13. Student -teacher ratio :
14. Number of academic support staff (technical and administrative staff) sanctioned and filled : NIL
15. Qualifications of teaching faculty with D Sc/ D Litt/ Ph D/ M Phil/ PG

Qualification	Assistant Professors	Total
Ph.D	1 (Hindi)	1
PG, NET	3 (English)	3

16. Number of faculty with on-going projects from national and international funding agencies and grants received : NIL
17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR etc. and total grants received
- a) Major Research Project in Hindi (Dr. Solji K Thomas)

Title of project	Funding agency	Duration	Grants received (Rs. Lakhs)
Comparative Study of the Aesthetic Concepts of Hindi & Malayalam Critics	UGC	2 years (2008-2011)	

18. Research centre / facility recognized by the university :NIL
19. Publications:
- a. Publications : 20
- b. Chapters in Books : 3
- c. Books Edited : 1

d. Books with ISBN/ISSN numbers with details of publishers: 1

Samay ke sarokar (Criticism), Sabdasrusti, Delhi-53, 2004

20. Faculty as members in national committees, international committees, editorial

boards, university bodies etc. : Dr.Solji K.Thomas- Board of
Studies (UG MG University 2014 onwards)

21. Student projects

a. Percentage of students who have done in-house projects including inter
departmental/programme : NIL

b. Percentage of students placed for projects in organizations outside the
institution i.e. in Research laboratories/Industry/ other agencies
: NIL

22. Awards / Recognitions received by faculty and students

: NIL

23. List of eminent academicians/ scientists/ visitors to the department

<i>Name</i>	<i>Designation</i>	<i>Purpose</i>	<i>Date</i>
Dr. Meena T Pillai	Director, School of English and Foreign Languages, University of Kerala	National Seminar	28.10.2014
Dr. Shamsad Hussain	Reader, Department of Malayalam, Sree Sankaracharya University , Kalady	National Seminar	30.10.2014
Prof.Nirmala Jain	Professor, Eminent Critic in Hindi, Delhi University	National Seminar	10.10.2013
Prof.A Aravindakshan	Pro. Vice Chancellor, Mahathma Gandhi International University, Wardha	UGC National Seminar	09.10.2013 to 11.10.2013

24. Seminars/ Conferences/ Workshops organized and the source of funding

<i>Title</i>	<i>State / National /International</i>	<i>Date and year</i>	<i>Funding agency</i>
Re-reading New Generation Films: The Presentation of the Female Protagonist in New Generation Malayalam films	National Seminar	Oct 28, 29, 30 2014	UGC
Challenges of Contemporary Hindi Literature	National Seminar	2013 Oct.09,10,11	UGC

25. Student profile programme/course wise: : NIL
26. Diversity of Students : No students from other states or abroad
27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, civil services, defence services, etc.?
: NIL
28. Student progression : NIL
29. Details of Infrastructural facilities
- Library : Yes (General Library)
 - Internet facilities for staff and students : Yes
 - Class rooms with ICT facility : Yes
 - Laboratories : NIL
30. Number of students receiving financial assistance from college, university, government or other agencies : NIL
31. Details on student enrichment programmes (special lectures/ workshops/ seminars) with external experts : NIL
32. Teaching methods adopted to improve student learning
- Lecturing, Discussion and activity methods

Participation in Institutional Social Responsibility and extension activities : NIL

33. SWOC analysis of the department

Strengths

- ◆ The departments are only subsidiary departments in the college with only four faculty members. The department tries hard to improve the communication abilities of the students of the college. The department of English uses the language lab extensively for this purpose. During all these years, the department has actively played a good role in the academic growth of the college.

Weaknesses

- ◆ As mentioned earlier, the departments are only a subsidiary departments. This acts as a drag in the process of the development of the departments. It is difficult to organise major events and programmes.

Opportunities

- ◆ The Department of English is the only department that caters to students of all the departments in the college and therefore enjoys a wider outreach.

Challenges

- ◆ The lack of graduate courses prevents the departments from organising major programmes and events.

34. Future plans of the department

- The department of English assists the Department of Mathematics in conducting a bridge programme for first year degree students in developing their communication skills and English language proficiency. The department plans to extend such activities to other departments also.

- The department intends to continue its use of the language lab to assist learning process and improve communication skills of the students.
- The departments plans to widen their assistance in helping faculty and students with proof reading and translation services.

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution with seal:

Place: Kattappana

Date: 04-12-2015

(Sd/-)

Dr. Suma K. K.

Principal

CERTIFICATE OF COMPLIANCE

This is to certify *Government College Kattappana* fulfils all norms

1. Stipulated by the affiliating University [Mahatma Gandhi University, Kottayam]
2. Regulatory Council/Body [UGC] and
3. The affiliation and recognition is valid as on date.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or recognition by the Regulatory Council.

In case the undertaking submitted by the institution is found to be false, then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Signature of the Head of the institution with seal:

Place: Kattappana

Date: 04-12-2015

(Sd/-)

Dr. Suma K. K.

Principal

2(f) AND 12(B) CERTIFICATE

Op 23236351, 23237741, 23237721, 23234114
23235731, 23232317, 23236735, 23238437
Website: www.UGC.ac.in

02/04/05

विश्वविद्यालय अनुदान आयोग
शाहदुरशाह जकर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002
March, 2005

F. 8-58/2005 (CPP-I)

The Registrar,
Mahatma Gandhi University,
Kottayam-686 560 (Kerala).

24 MAR 2005

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.

Sir,
I am directed to refer to your letter No. CD1-1/1656/Incl.2(f)/2004 dated 19-11-2004 on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Government Colleges teaching upto Post Graduate Degree:-

Name of the College	Year of Establishment	Remarks
Government College, Kattappana (Kerala).	1989	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, Government College, Kattappana (Kerala).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Secretary to the Government of Kerala, Department of Higher Education, Trivandrum (Kerala).
4. Joint Secretary, UGC, South-Western Regional Office, Prasanna Kumar Block, Palace Road, Bangalore-560 009
5. Section Officer, FD-III Section, UGC, New Delhi.
6. All Sections, UGC, New Delhi.
7. Guard file.

(Mrs. Urmil Gulati)
Under Secretary