



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT COLLEGE KATTAPPANA
Name of the head of the Institution		Dr. O C Aloysius
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04868272347
Mobile no.		9446289914
Registered Email		gckattappana@gmail.com
Alternate Email		gckattappanaiqac@gmail.com
Address		Kattappana PO , Idukki, Kerala- 685508
City/Town		Kattappana
State/UT		Kerala
Pincode		685508
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Sreekanth K C
Phone no/Alternate Phone no.	04868272347
Mobile no.	9496578741
Registered Email	gckattappanaiqac@gmail.com
Alternate Email	gckattappana@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gckattappana.ac.in
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gckattappana.ac.in

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.03	2016	16-Sep-2016	16-Sep-2021

6. Date of Establishment of IQAC	10-Aug-2011
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Conducted feedback survey from the stakeholders	02-Mar-2020 30	205
Seminar on Accreditation process	28-Nov-2019 1	41

Orientation for teachers for ICT	08-Jun-2019 1	38
Conducted internal academic audit	20-Feb-2020 1	4
Conducted orientation for first year degree students	24-Aug-2019 1	165
Conducted expert talks on different subjects	27-Sep-2019 6	240
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government College Kattappana	KIIFB	KIIFB	2019 365	71072312
Government College Kattappana	Infrastructure	PWD	2019 365	1560000
Government College Kattappana	Maintenance	PWD	2020 365	325000
Government College Kattappana	Plan fund	DCE	2019 365	1874433
Government College Kattappana	Rusa	RUSA	2019 365	20000000
Government College Kattappana	Minor works	CDC	2019 365	340400
Government College Kattappana	Infrastructure	MLA Fund	2019 365	180000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1. Conducted orientation programmes for teachers and students 2. Conducted internal academic audit 3. Conducted expert talks for the students 4. Organised extension activities 5. Organised seminar on NAAC accreditation process	
View File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes
Infrastructure development: The feedback from the students mentioned the need for extension of the ladies hostel, of a new auditorium, the inauguration of the library block, new toilet block etc. The IQAC discussed the issues and gave its suggestions to the principal, the council, and building committee. Based on that the college submitted the proposals to the Government for funds	The Government examined the matter and the matter is under consideration. The newly built Library block was inaugurated and started functioning.
To start the fuctionig of the research centre in Malayalam which was already sanctioned by the University	The Research Centre started fucnctioning and 7 scholars have joined the centre
Conduct the Internal Academic Audit	Conducted the Internal Academic audit and suggested measures for quality improvement
To Start new research centre in Chemistry	The application was submitted to the University- pending inspection and further processing
To start new certificate courses	Every major department conducted certificate courses
Peer group learning programme	Every department resumed the peer group learning system which gave the students many opportunities for expression
Appointing of a full time psychology counsellor for the students especially the girl students in the college	Appointed a counsellor and initiated counselling sessions for the students
The IQAC submitted its proposals to start new courses	The proposals have been submitted to the Government of Kerala for

	consideration				
The IQAC initiated coaching classes for competitive examinations and PSC examinations	Condcuted variuos coaching programmes				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Council</td> <td style="text-align: center;">18-Mar-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Council	18-Mar-2021
Name of Statutory Body	Meeting Date				
College Council	18-Mar-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	31-Jul-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	college does have a management information system even though not fully operational. Admission to the college is carried out by the University through the Single window system. Collection of fees is done online by the University. Internal assessment is done by the college and the marks are uploaded to the University Examination Management Portal. The attendance and leave of the staff is marked by a biometric attendance system. The staffs of the college use the punching system for marking their entry and exit from the college and it is regularly monitored and assessed by the principal and the Director of Collegiate Education, Kerala. Also the relevant information and details regarding the courses offered in the college are published in the website of the college. The following modules are currently operational in College MIS: 1. Academic Assessments 2. Students List 3. Hourly Timetable, 4. Paper wise Attendance				

Part B

CRITERION I – CURRICULAR ASPECTS**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has implemented an effective mechanism for curriculum delivery and documentation. In the beginning of every academic year a college council meeting and a staff meeting are held to analyse the achievements and failures of the previous year and programmes are charted accordingly for the upcoming academic year. 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. For this, every department is asked to chalk out its own academic and cocurricular activities planned for the academic year with tentative dates and schedules. The academic committee verifies the tentative schedules so as to avoid clashes in the activities. Then, incorporating all the inputs the general timetable of the college for the academic year also is prepared by the Academic Committee. The academic committee of the college meet frequently to evaluate the academic process taking place in the college. Department faculty meetings are held regularly to analyse and rectify any shortcomings at department level. A centralised internal examination is conducted every semester in addition to the department level internal examinations. Remedial teaching programmes have been implemented for weak students. Such students are provided with study materials and model question papers free of cost. Mentoring sessions are arranged for bright students to improve their grades and for career advancement. All faculty members maintain teachers' diary. Class tutors monitor respective classes and class PTA meetings are held regularly to evaluate the progress of students. Students' feedbacks are taken at department level and any modifications if required are made accordingly. The IQAC convenes the meetings at regular intervals to monitor and assess the functioning of the college. If and when needed, necessary directions are provided for the improvement of the academic and non -academic activities. Above all, the IQAC conducts internal academic audit towards the end of the academic year to assess the overall performance of the departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Communicative English	Nil	11/06/2019	30	Development of English speaking skills	Communication ability in English
Life Skills	Nil	02/07/2019	30	Nil	Nil
Folklore Studies	Nil	04/11/2019	30	Nil	Nil

Basic Course on Ms Word and Excel	Nil	03/01/2020	35	Nil	Nil
Sustainable Local Economic Development	Nil	03/07/2019	25	Nil	Nil
Data Analysis using R	Nil	05/08/2019	25	Nil	Nil
Computerised Accounting	Nil	08/07/2019	50	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics	01/06/2019
BA	Malayalam	01/06/2019
BSc	chemistry	01/06/2019
BSc	Mathematics	01/06/2019
BCom	Commerce	01/06/2019
MA	Malayalam	01/06/2019
MA	Economics	01/06/2019
MSc	Chemistry	01/06/2019
MCom	Commerce	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	225	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Water quality Analysis	05/06/2019	60
Yoga	10/06/2019	90
Spoken English	01/07/2019	60
PSC Coaching	01/08/2019	114

Bank Coaching	05/11/2019	40
Malayalam Computing	03/07/2019	30
Pathrapravarthanam Basics	02/12/2019	30
E Commerce	02/01/2020	50
Stock market and Trading	03/10/2019	50
Covid 19- Training (iGot)	15/04/2020	160
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics	47
BA	Malayalam	4
BSc	Mathematics	5
BSc	Chemistry	4
MA	Economics	14
MCom	Commerce	8
BCom	Commerce	50
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>IQAC has developed a software to collect feedback from students. The feedback mechanism is an inclusive one that collects data on students' opinion on the institution, department and individual faculty members. The feedback can be given anonymously by the students. Towards the end of the academic year, the outgoing batch of students is able to submit their feedback regarding the college, department and teachers, in a confidential manner. The second year and first year students are asked to submit the feedback immediately after the completion of the academic year so that they can comment on everything that has taken place in the campus. The feedback of the teachers is directly sent to each teacher by the Principal, based on which each teacher makes a self-evaluation and corrective measures are taken. Academic Council meetings are organised, wherein overall observations on the feedback made by the IQAC and the Principal are put forward and the departments are instructed to formulate their Action Plan based on the feedback given by the students. Regular departmental meetings</p>

are conducted to discuss and chalk out programmes based on the students' feedback, needed for the overall development.. Based on their feedback and review, the IQAC and the college council implement necessary changes or improvements in the system. The planning committee and the academic committee also peruse the feedback reports and subsequent measures are taken in the coming academic year. The institution believes in the effectiveness of the student feedback and relies heavily on the same for further improvement. The parents are provided with feedback forms in which they can assess the different aspects of the college on a five point scale measurement. They can also give individual comments and suggestions on every questions asked. Their suggestions are duly recorded and assessed by the IQAC and the college council. Even though the college does not have registered alumni, it has got many batch wise alumni groups. The feedback forms are provided to them also and their assessment is recorded. They are requested to comment on their experiences in the campus, on the employability of the courses offered, and on their views regarding amendment of the curriculum and courses. The institution collects such data and, as far as possible, implements necessary changes in the areas mentioned.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	60	Nil	60
BA	Economics	50	Nil	50
BA	Malayalam	30	Nil	30
BSc	Chemistry	24	Nil	24
BSc	Mathematics	24	Nil	24
MA	Malayalam	12	Nil	12
MA	Economics	15	Nil	15
MCom	Commerce	12	Nil	12
MSc	Chemistry	12	Nil	12
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	540	98	7	Nil	36

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

43	43	12	23	4	9
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has a well-developed students mentoring system. College has a tutorial system in which each class is assigned to a tutor. The tutor collects the profile of the students assigned which includes the socio cultural and financial background of the students. It allows the tutor to devise strategies for the academic growth as well as the personal improvement of the students. The tutor interacts with them regularly to find out their potentials and the possible hindrances in their academic path. Tutorial sessions are held at the end of regular class hours and the tutors monitor progress of each student. Remedial sessions are arranged for the weaker students and special instructions are given to those students who exhibit exemplary academic abilities. The students with other abilities are encouraged to shape and sharpen their skills and abilities. They are given sufficient number of opportunities to present their talents. Every effort is taken to help the students with poor financial background. Class PTA meetings are organised at least once in a semester to analyse the progress of students. Personal counselling sessions are offered to students if required. Students are always encouraged to interact with the teachers so that they feel at home every time. The college conducts Scholar Support Programme (SSP) to provide support to weaker students. 5-10 weaker students are selected from each class and they are provided with special care. Study materials are provided to such students free of cost and special mentoring sessions are arranged to help them in their difficult topics. The college also conducts Walk With a Scholar Programme for bright students. Faculty members from the institution as well as eminent scholars in various fields conduct mentoring sessions for students. In these sessions career opportunities for each course are discussed and students are provided with training in interview skills, group discussions and examination writing skills. About seventy percentage of the students in the college are girls. The women cell of the college conducts a lot of activities and mentoring sessions for the girls to enhance their confidence level abilities. Special training programmes on self defence, career guidance etc are given to the girl students. In addition to the ongoing mentor services, the institution has appointed a psychology professional for counselling services from 2019-20 onwards. The faculty interacts with the students in their free time and after the regular class hours. The specific problems, if any, are identified and necessary guidance is provided to overcome and solve such issues. The counselling sessions proved to be very much effective towards the end of the academic year when every activity was interrupted and affected by the Covid-19 pandemic. The students were given excellent support by the mentors during the tested times and the final year students were provided with on-call assistance during the period.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
638	43	1:15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
43	38	5	5	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Betsy M	Assistant Professor	Breast Cancer drug developed- Listed in the top five innovations from India(2019)

2019	Anup J Alackappally	Assistant Professor	Award for best teacher farmer-Government of Kerala
2019	Government College Kattappana	Principal	Award for Best Institution- for Organic Farming in Idukki- Government of Kerala
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Economics	6	05/06/2020	13/08/2020
BA	Malayalam	6	05/06/2020	13/08/2020
BCom	Commerce	6	06/06/2020	13/08/2020
BSc	Chemistry	6	06/06/2020	14/08/2020
BSc	Mathematics	6	05/06/2020	14/08/2020
MA	Malayalam	4	01/07/2020	31/12/2020
MA	Economics	4	26/06/2020	31/12/2020
MCom	Commerce	4	06/07/2020	31/12/2020
MSc	Chemistry	4	06/07/2020	31/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation is a major component of the curriculum adopted by the institution. The academic progress of the students is regularly monitored through QA, assignments, seminar presentations, project works, internal examinations and viva voce at the departmental level. Class tests are conducted by the teachers regularly as a teaching learning activity. Two internal exams are conducted during each semester. In case the students are unable to report on the day of these exams, retests are conducted. Students engaged in other activities like Sports, NCC, NSS, and cultural activities are given the chance to appear for special tests to make up for their possible absence during the internal exams. The marks of the internal examinations are analysed in the department meetings. The students who score significantly low in the examinations are given remedial coaching for further improvement. Attendance is marked each hour, and the corresponding marks for attendance are reckoned in the calculation of internal assessment marks. If a student misses out one hour, half day is counted absent. It is effective to prevent unnecessary absents from the classes. Regular monitoring of the attendance is done by the class tutors and if any unnatural behaviour is noted, the student is asked to provide valid reasons for the same. The institution considers attendance as the basic criteria for academic discipline and integrity since intermittent absence from the classes may adversely affect the standard of the student. In addition, the students make Seminar presentations and submit assignments, the marks scored in which are also reckoned as Internal Assessment

marks. The assignments are given in either topics related to the subjects taught or having general academic interest. The assignments are evaluated by the teacher concerned. Also seminars are presented in the class which will be monitored by the teacher in charge. Normally five minutes is given for presentation and subsequent two or three minutes for discussion and question and answers. The teacher records the merit of the presentation and awards marks accordingly. For science subjects where laboratory classes are included in the syllabus internal assessment is done on the basis of laboratory examinations, lab involvement, attendance and timely submission of laboratory records. The institution tries to incorporate innovative ways of modifying the internal assessments. Oral exams and viva voce are conducted as part of these measures.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is a constituent college affiliated to the Mahatma Gandhi University Kottayam. The college prepares the academic calendar in line with the academic calendar of the university. In the beginning of every academic year a college council meeting and a staff meeting are held to chalk out the action plan for the academic year. Each department is asked to submit the detailed chart of activities proposed for the academic year with tentative dates and schedules. The IQAC and the academic committee of the college incorporate the suggestions and convene their meetings to discuss the calendar. Academic calendar is designed in these meetings and dates of common internal examinations and other activities are assigned. If any clashes in the schedules are there, departments are asked to change the dates so as to avoid the same. Academic and non-academic activities, cocurricular activities and extension activities are marked in such a way not to affect the academic activities of the college. This academic calendar is distributed to the departments and students so that they can conform to the calendar in further actions. Based on the calendar each department formulates the action plan for the year and duties are assigned to each teacher to ensure the smooth implementation of the action plan. Monthly targets are set for the completion of the portions at the department level. The Principal convenes monthly meetings of the Academic Council comprising the Heads of each department to review the monthly progress. The departments organise meeting after each of these Academic Council Meetings. In addition, at least two common Staff meetings are held in each semester. The departments submit the yearly reports at the end of the academic year. These are reviewed by the Principal and the IQAC and based on these next years' action plan is chalked out. The internal examinations and other tests at the institution level are conducted in strict compliance with the academic calendar of the college. However, changes may occur due to unforeseen reasons. The academic year 2019-20 was such a year with a flood during July-August 2019 and the outbreak of the Covid pandemic towards the end of the academic year. But the institution has taken all possible measures to adhere to the calendar and to facilitate all the possible guidance for the students. The departments started on line assistance to the students for examination orientations and personal counselling. Online sessions during the covid period helped a lot for the improvement of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://gckattappana.ac.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
Nill	BA	Malayalam	29	23	80
Nill	BA	Economics	47	41	87
Nill	BCom	Commerce	60	55	92
Nill	BSc	Mathematics	23	21	91
Nill	BSc	Chemistry	18	16	89
Nill	MA	Malayalam	11	11	100
Nill	MA	Economics	13	12	92
Nill	MCom	Commerce	12	8	67
Nill	MSc	Chemistry	10	8	80
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://gckattappana.ac.in/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1000	DST	2800000	980000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Adhunikatha Vadham, Sahithyam, Charithram, Samskaram	malayalam	16/12/2019
Workshop on Latex and Python	Mathematics	09/01/2020
Paradigm shift in Science	Chemistry	28/02/2020
Computational Chemistry	Chemistry	25/11/2019
Food Safety	Chemistry	14/01/2020
Econometrics and its Application	Economics	23/10/2019
Statistical Data Analysis with Microsoft Excel	Commerce	16/12/2019
Eco-Future : A Voice for Nature	English	17/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Breast Cancer Drug	Dr. Betsy M	Government of India	Nil	Listed in the top five innovation of the year
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Malayalam	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	4	Nil
International	Commerce	3	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
Political Science	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Customer Relationship Management of Commercial Banks in	Miniya Abraham	Review of Research	2019	Nil	Government College Kattappana	1

Idukki District						
Service Quality and Students Satisfaction in Self Financing Colleges in Idukki District	Vince Thomas	International journal of Research and Analytical Reviews (IJRAR)	2019	Nil	Government College Kattappana	2
Learning Environment and Learners Satisfaction in Higher Education	Vince Thomas	International journal of Research and Analytical Reviews (IJRAR)	2019	Nil	Government College Kattappana	1
Picolyl porphyrin nanostructures as a functional drug entrant for photodynamic therapy in human breast cancers	Dr. Betsy M	ACS Omega	2019	2.6	Government College Kattappana	Nil
Effective Degradation of Methylene Blue Aqueous Solution Using Pd-Supported Cu-doped Ti-Pillared Montmorillonite catalyst	Dr. V. Kannan	J Applied Clay Science	2019	3.8	Government College Kattappana	7
Synthesis and DFT studies of the structure NLO activity	Dr. V. Kannan	J. Molecular Structure	2020	2.1	Government College Kattappana	3

evaluation of 2-(4-methoxyphenyl)-1,4,5-triphenyl-2,5-dihydro-1H-imidazole						
Amphibilic dendrimer as inverse Micelle: Synthesis, characterization and application as homogeneous catalyst	Dr.V. Kannan	Tetrahedron	2019	2.3	Government College Kattappana	4
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	47	27	13
Presented papers	Nil	33	15	13
Resource persons	Nil	4	8	12
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Noon day meals to the destitutes	NCC/NSS and other students	10	600
Spoken English Classes for the School Students	Department of English and nearby schools	3	30
Blood Donors	NCC	1	160

Forum and Blood donation			
Pain and Palliative Care	NCC and NSS	3	30
Yoga training for the public	NCC	1	12
Swacchta Pakhwada	NSS and NCC	3	260
Stem Cell Donation	NSS and NCC	3	200
Traffic Awareness Programme	NCC	1	160
Self defence training	Women Cell	4	100
Visit to Special School	Women Cell	4	100
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Flood Relief	Award for Participation in Flood Relief Activities	Municipality of Kattappana	30
Flood Relief	Award for participation	Department of Police	30
Palliative Care	Appreciation for Social Service	Hope Foundation Kerala	30
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NCC, NSS	Cleaning of the Town of Kattappan	5	200
Cancer Awareness	NCC	Rally	1	60
Gender Sensitisation	Women Cell	Seminar	2	150
Anti-drug Campaign	NCC, NSS	Rally, Seminar	5	300
Environment Day celebration	NSS, NCC, Nature Club	Seminar, Sapling planting	9	150
Aids Awareness	NSS, NCC, Red Ribbon Club	Rally and Seminar	6	200

Road Safety	NCC	Awareness campaign, traffic control	1	100
Human rights day	Debate Club and women Cell	Debate	3	100
Palliative Care	NCC, NSS	Community service	3	60
Noon day meal distribution to the destitutes	All the students	Community Service	10	600
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research Collaboration	Dr. V Kannan with GIR-QUESCAT, Salamanca, Spain	Nil	Nil
Research Collaboration	Dr. V Kannan with University of Calicut	Nil	Nil
Research Collaboration	Dr. V Kannan with CUSAT, Kochi	Nil	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Academic internship	University College TVM	Nil	Nil	Department of Economics
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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74812000	74812000
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing
Video Centre	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Bookmagic	Partially	Nil	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	35053	Nil	956	Nil	36009	Nil
Reference Books	1463	Nil	Nil	Nil	1463	Nil
Journals	12	Nil	Nil	Nil	12	Nil
e-Journals	1	Nil	Nil	Nil	1	Nil
CD & Video	59	Nil	Nil	Nil	59	Nil
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	135	4	4	1	1	12	25	10	0
Added	4	0	0	0	0	0	0	0	0
Total	139	4	4	1	1	12	25	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1682100	987000	5614311	5546000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The optimum utilization of the physical, academic and support facilities available is one of the top priorities of the college. Stock verification of inventory is done annually, and suitable additions carried out, in accordance with the need in classrooms and laboratories. The Library Advisory Committee monitors the developments in the library, and meets periodically to suggest new initiatives and purchases. Staff and students record their recommendations and suggestions for the availability of books and journals, based on which action is taken. The sports grounds, indoor stadium and physical fitness centre are maintained and upgraded as per requirements. These facilities are open to the staff and students. Most of the Class rooms have LCD projector facilities and students are encouraged to take presentations with the aid of these. Annual stock verification is done in laboratories and based on the report damaged items are replaced and proposals for purchase of new equipment are made. Most of the computers in the college has high speed internet connectivity and students are encouraged to avail e-study materials and e-journals. The entire campus is wifi connected and four different wifi connections are available at the college. The equipment and infrastructure facilities are used in a systematic and vigilant manner so that no facility becomes unused or damaged. The new library block was inaugurated in 2019-20 and the library started functioning in the new block. The new library block includes a large library hall, reading room, research library, room for scholars, an e learning centre and two seminar halls. The institution has applied for the upgradation of the library so that additional staff can be appointed. The proposal is under consideration with the Government of kerala. Also, another proposal to increase the number of computers in the computer lab has been submitted to the Government. The institution has taken every step to augment the facilities and to provide the students with all the new technologies for their academic growth.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Communicative English	11/06/2019	30	Department of English
Life Skills	02/07/2019	30	NCC
Basic course on Ms Word and Excel	03/01/2020	35	Department of Mathematics
Computerised Accounting	08/07/2019	50	Department of Commerce
SSP	03/06/2019	150	Government of Kerala
WWS	03/06/2019	100	GOVERNMENT of Kerala
Personal Counselling	15/07/2019	120	Government of Kerala
Remedial Coaching	05/06/2019	340	All Departments
Yoga training	10/06/2019	90	NCC and NSS
Self Defence training	03/01/2020	35	Women Cell
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NET coaching	38	38	4	Nil
2019	PSC	140	140	47	16

	coaching				
2019	Coaching for MBA/ Bank/ SSC	30	30	18	Nil
2019	Career Counselling	220	220	36	15
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
SBI Life	48	9	Infopark	6	1
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	7	B Sc Chemistry	Chemistry	Government College Kattappana, Mar Ivanios College TVM	M.Sc Chemistry
2020	2	M.Sc Chemistry	Chemistry	B.Ed College Kumily	B.Ed
2020	9	B A Malayalam	Malayalam	Government College KattappanaA	M A Malayalam
2020	3	B A Malayalam	Malayalam	NSS College Changanacherry	M A Malayalam
2020	2	B A Malayalam	Malayalam	DB College Thalayolapparambu	M A Malayalam
2020	1	B A Malayalam	Malayalam	Pavanatma College Murickassery	M A Malayalam
2020	3	B A Malayalam	Malayalam	B.Ed College Kumily	B.Ed

2020	6	M A Malayalam	Malayalam	B.Ed College Kumily	B.Ed
2020	2	B.Sc Mathematics	Mathematics	Pavanatma College Muri ckasseryP	M.Sc Mathematics
Nill	3	B.Sc Mathematics	Mathematics	UC College Aluva	M.Sc Mathematics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
Any Other	2
Any Other	8
Any Other	18
Any Other	2
Any Other	2
Any Other	3
Any Other	3
Any Other	1
Any Other	2
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Debate	Inter Collegiate	7
Chess	College Level	30
Badminton	College Level	74
Kabaddi	College Level	4
Volley ball	College Level	4
Football	College Level	4
Cricket	College Level	4
Cricket	Inter Collegiate	14
Volley ball tournament	Inter Collegiate	8
Kabaddi Tournament	Inter Collegiate	10
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2019	Runners up- Intercollegiate Kabaddi - MG University	Nill	1	Nill	Nill	11 students of the college- Kabaddi team
2019	Silver in Wrestling	Nill	1	Nill	Nill	Justine Thomas
2019	Bronze- Wrestling	Nill	1	Nill	Nill	Ashkar K Ashraf
2020	Silver Judo	Nill	1	Nill	Nill	Kelvin Joy
2019	Winners- Intercollegiate Volleyball	Nill	1	Nill	Nill	10 students- Volley ball team
2020	Winners- Kabaddi Intercollegiate	Nill	1	Nill	Nill	11 Students- Team
2020	Runners up- Intercollegiate Volleyball	Nill	1	Nill	Nill	10 students- team
2020	Selected to university Kabaddi team	Nill	1	Nill	Nill	3 students

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an elected a College Union which organises all the major programmes in the college. The College union is elected through a democratic election process which is transparent and impartial. The Union comprises 9 executive members headed by the Chairperson. In addition, each department is represented in the Union by an association secretary and each year by year wise representative. The college union is regarded as one of the vital components of the institution which caters to the needs of the students and functions as a responsible body for improvement. In order to smoothen and regulate the union a staff advisor is appointed by the institution that is in constant touch with the student representatives and guides them in whatever matters pertaining to the union. The union convenes its meetings regularly to discuss various issues raised by the student community and submits its representation to the principal whenever necessary. The institution believes in the ability and vigour of its union, headed by the chairperson in every single initiative and hence the union is bestowed with freedom in almost all cultural and extension activities which they conduct in collaboration with the other units like NCC and NSS. The union conducts the arts festival every year, ensuring participation of every department and students. Also, they conduct inter-department sports competitions. The union conducted an exhibition for the public in the academic year 2019-20 in collaboration with many other organisations and institutions.

The exhibition included medical exhibition, food fest, competitions, coin collection demos, weapon exhibition, ayurvedic demo, health check up and a lot of other stalls. The Association Secretaries organise the curricular and extracurricular activities at the department level. The activities of each Department Association are launched with an eminent academician being invited as a Guest speaker. The department association ensures the extension activities of the departments, involving each and every student. The teachers in charge ensure the implementation of the activities envisaged in the action plan annually. The department associations plan and execute cultural activities of the department on special occasions. The association secretary is expected to facilitate maximum participation of the students in every cultural, extension and academic activities of the college. The NCC and NSS, Sports and cultural units of the college have student Secretaries and Captains who coordinate the weekly activities of these units. The college has other cells like those for Grievance Redressal, Transport, Anti Ragging, Women Empowerment, Entrepreneurship Development, Blood Donation and Career Guidance. Student representatives are part of each of these bodies, and they ensure the effective functioning of these bodies. The college union coordinates the participation of students in the literary and cultural events organised by the University at zonal and interzonal levels. The student leaders, NCC cadets and the NSS volunteers were actively involved in the relief activities initiated by the college in the aftermath of natural calamities like the flood and landslides. They did voluntary work in the Flood Relief Camps in Idukki district and undertook the construction of flood ravaged houses

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

450

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

Even though the college does not have registered alumni association, it has got five departmental alumni associations with around 500 members in total. Every association conducts their annual meetings at the college. The alumni associations of the different departments have contributed to the college in terms of technical advice, political support for getting funds from the Government, and human resource whenever needed. The college has not received funds from the alumni, even though they are willing, since the institution does not have a registered alumni association. But the alumni association of the Department of Economics have arranged cash awards for the best students from the department every year in memory of one of their classmates. It amounts Rs.10000 in total. The institution is on the way of the registration process which may be completed in near future.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College meticulously employs the ideals of decentralisation in every

aspects of its functioning. While the principal looks after all the administrative and financial matters of the institution, the academic performance of the institution is monitored by the vice principal of the college. The college council, with all the HoDs and elected faculty members as members, actively involves in the day to day affairs as well as in the execution of the academic and co-curricular, cultural and sports activities of the college. The responsibilities are delegated to different committees and organisations with a view to envisage effectiveness and creativity in planning and executions. Each department is controlled and led by the head of the department who guides and leads the faculty members and the students of the department. Department level meetings are held to assess and evaluate the academic improvement of the students. Also, the various programmes are charted and planned in the meetings. Each department is an independent unit in the institution with complete freedom to plan and conduct any kind of extension and social service activities. While the major decisions are taken in the college council meetings, department level activities can be decided in the department itself. The IQAC has the full autonomy to establish the quality initiatives and academic planning. The college also has got the academic committee which deals with the schedule of all the activities in the college. The institution ensures participative management in all the affairs. While the decisions are taken in the college council, each matter is discussed at the department level before the council meetings. The council members discuss with the members in the department and, if necessary, with the students as well and informs their opinion to the council. The council discusses the various aspects and decisions are taken. Thus participatory culture is ensured. In addition to the council meetings, staff meetings are also held in which the faculty members can openly express their concerns and opinions in matters under consideration. The student representatives are also informed about the decisions prior to the finalisation. They can also contribute to the establishment while discussing the issues.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Syllabus and Curriculum of Post Graduate Courses were revised in 2018-19. Teachers from the college participated in Syllabus Revision Process as Board of Studies Members. Faculty members of the college participate in Curriculum and Syllabus Revision workshops conducted by the University. They contribute in framing the syllabus for various programmes offered by the University. The Paper presentation by Post Graduate students has been included as a compulsory component in the Syllabus. Syllabus revision has been done by taking into account the new developments in the concerned areas and demand from industry. Also, at the college level training programmes are conducted for the faculty to improve their quality

performance. Supplementary topics to the syllabus and curriculum are provided to the students by the departments. The departments are encouraged to organise seminars and workshops on topics related to curriculum and new areas of study. Students seminars and presentations are conducted in related subject areas for enhancing their knowledge of the subjects concerned.

Teaching and Learning

Cooperative and participatory learning method is adopted by teachers to ensure the active participation of students in the learning process. Peer group learning also is used to enhance their abilities. ICT tools are effectively utilised by teachers and also by students for their seminar presentations. Online classes are offered to students through edusat studio. Seminars and workshops are conducted to encourage the students to utilise e-resources. College follows a tutorial system and class tutors evaluate the learning process of the students. Teachers diary and class log books are in use which is frequently audited by department heads and college principal. Special mentoring sessions are provided for weaker students. WWS and SSP programmes are conducted as part of remedial coaching programme. Different departments are conducting coaching programmes for competitive examinations like NET, MAT, CAT etc.

Examination and Evaluation

Being an affiliated college examination and evaluation are done by the University. Exam registration and result announcement are done online. The faculty members of the college assist the university in evaluation process as director of the valuation camps, chairpersons of various disciplines of evaluation, as chief examiners and additional examiners. Some of the teachers are question paper setters for different subjects concerned. The college conducts internal examinations as per the college calendar. A college level internal examination committee coordinates and supervise internal examination. Internal evaluation is done on the basis of attendance, assignments, seminars, internal examinations and oral viva. Each

department publish the internal marks and then the internal marks are uploaded to the university website at the specified time. Also, teachers conduct unit tests, presentations, viva voce, and individual examinations to assess the performance of the students.

Research and Development

One faculty member was awarded Ph.D in 2019-20. One faculty member got a research grant of Rupees Twenty Eight Lakh for the research work she has undertaken in connection with the discovery of cancer drug. The paper was selected as one of the top five research papers from India and was listed by the Government of India in the website. Many faculty members are pursuing their Ph.D. Department of Malayalam has been selected as a Research centre by Mahatma Gandhi University. Research guide ship was awarded to a few faculty members. All major departments conducted seminars and workshops. In most of these seminars, paper presentation has been included to promote research. The institution encourages all the research activities of the faculty members

Library, ICT and Physical Infrastructure / Instrumentation

New books were purchased for library and new equipment were purchased for laboratories. Infilibnet provides access to more than 6000 e journals and 9000 books pertaining to different subjects. The library subscribes 12 journals and 10 newspapers. New furniture were purchased for the new library block. Construction of Science Block is progressing towards completion. Construction of staff quarters is completed. Administrative sanction for the construction of a social science block, non-teaching staff quarters, guest house and principal's quarters have been obtained. A number of damaged electronic equipment were repaired. Almost all class rooms are ICT enabled and the teachers and students are trained in ICT tools. A fully furnished computer lab is there for the students. Also, three more computer labs are available for students. The entire academic block is wifi connected.

Human Resource Management

The principal, the teachers and other staff are appointed by the Kerala Public Service Commission. The newly appointed teachers are given induction training by the Government. Also both

teaching and non teaching staff are permitted to participate in various skill development and professional training programmes conducted by the Government and various universities. The college organises a lot of clubs and organisations like NCC, NSS and women cell for the students to mould them to better citizens. Also the students are financially helped through One rupee One day scheme whenever needed. The college conducts a lot of cultural and sports activities to showcase the talents of the students so that they may enhance their confidence and skills.

Industry Interaction / Collaboration

Since it is a college situated in a rural area without much connection with the industries outside, interaction and industrial collaboration is very little. However, students are encouraged to do their projects and internships in industrial institutions as far as possible. Also, experts are invited from various institutes to interact with the students

Admission of Students

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. All the reservation norms and other regulations are scrupulously followed by the college in the admission process.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The Planning and Development sections are computerised. Communications between the various sections are done electronically, and the subsequent action plans and reports generated online. The institution uses a centralised electronic transfer system for its file movements (DDFS).
Administration	The administrative procedure is partially computerised currently. The plan is to convert the entire procedure online in the next two years
Finance and Accounts	The entire work in the Finance and Accounts department is computerised and data transmission is done in electronic mode.
Student Admission and Support	The entire process is done online. The college admits students through the Common Admission Procedure of Mahatma Gandhi University. The admission process is done through CAP, an online system designed solely for admission purposes. Various student support programmes like scholarships, examination registration etc. are all done online
Examination	The registration of students for University exams is done online. The results are likewise declared online. The institution manages an internal examination module for the smooth conduction of the same.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	Nill	Nill	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	Orientalion for teachers in ICT	Nil	08/06/2019	08/06/2019	38	Nil
2019	Talk on Research Methodology	Nil	26/07/2019	26/07/2019	36	Nil
2019	Seminar on Reaccreditation	Nil	28/11/2019	28/11/2019	41	Nil
2019	Nil	Training on GEMS-financial software	12/08/2019	12/08/2019	Nil	5
2019	Nil	Training on BIMS/BAMS	10/10/2019	10/10/2019	Nil	4
2019	Nil	Training on DDFS	18/12/2019	18/12/2019	Nil	8
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Chemistry	1	04/06/2019	01/07/2019	28
FDP in Chemistry	4	26/11/2019	28/11/2019	3
Refresher Course in Malayalam	2	23/11/2019	09/12/2019	18
Orientation - Maths	1	04/01/2020	22/01/2020	18
Refresher Course in Economics	1	03/08/2019	08/09/2019	30
Short term course	1	13/05/2019	15/05/2019	3
Refresher Course in English(online-swayam)	2	Nil	Nil	180

Refresher Course in Statistics(online-Swayam)	1	Nil	Nil	180
Online Refresher Course in Commerce(Swayam)	6	Nil	Nil	180
Orientation-Commence	1	03/01/2020	23/01/2020	21
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37	37	25	25

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>State life insurance, Group insurance scheme, Group personal accident insurance scheme. Cooperative society. Staff fund for emergency purposes</p> <p>State life insurance, Group insurance scheme, Group personal accident insurance scheme. Cooperative society. Staff fund for emergency purposes</p>	<p>State life insurance, Group insurance scheme, Group personal accident insurance scheme. Cooperative society. Staff fund for emergency purposes</p>	<p>Financial support including scholarships, stipends, lump-sum grants etc. Cooperative society with subsidised rates. Canteen with subsidised rates. One rupee one day scheme</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

. The college keeps meticulous details of the funds received and incurred. The DDFS system of file transaction is employed so that no file will be missed on the desk. Every account is checked and verified each day by the head accountant and the superintendent and will be monitored by the principal. All financial transactions by the college are audited externally by the audit wing of the Director of Collegiate Education and Accountant General Kerala. Normally external audits occur once in two years. Internal Audits are conducted for PTA fund utilisation. Internal audit is done by parents and teachers in the executive committee and external audit of the PTA account is done by a practicing Chartered Accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC and Academic Committee
Administrative	Yes	DCE and AG of Kerala	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? PTA regularly monitors academic process taking place in the college and provide cash prizes and awards to successful students. ? Regular class PTA meetings are held at department level where the teachers interact with the parents and feedback is taken on the performance of the department. It will be taken as suggestions for improvement. ? The PTA executive is a vital body of administration in the college. The executive is convened regularly and assesses the functioning of the college. In addition to this, urgent meetings are convened whenever needed. ? The PTA has been instrumental in getting new courses in the college that the PTA members can get political back up for the same. ? The PTA sanctions funds for the students for sports and cultural activities, especially for travel and registration and food expenses. ? The PTA has funded the activities of the college union also, including the exhibition, magazine and other union activities. ? PTA funds Sports and cultural activities of students. ? PTA fund was utilised for the day to day activities of the college.

6.5.3 – Development programmes for support staff (at least three)

? Administrative and technical staff attended training programmes of the Institute for Management in Government, Govt. of Kerala. ? Administrative staff attended workshops and training by the Department of Collegiate education, Government of Kerala. ? Administrative staff attended workshop in e-governance. ? Administrative staff was given training on GEMS, BIMS/BAMS and other financial softwares.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? To upgrade all PG departments to research departments: Malayalam department has already been upgraded to research department. ? The department of Chemistry has also applied for research centre and the application is under consideration of the University. ? The IQAC initiated the faculty to undertake research since it was mentioned by the peer team during the visit. At present 10 faculty members are Ph. D holders of which 5 are research guides also. 2 teachers have submitted the thesis and other 11 teachers are pursuing the Ph.D programme. ? The college has started new certificate and value added courses. ? To introduce programmes for weaker students: A programme named Scholar Support Programme has already been implemented for weaker students. ? To conduct women empowerment programmes: Women cell is conducting various programmes for women empowerment. This year a coaching programme for girl students for state PSC examinations was conducted.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Orientation for teachers on ICT	08/06/2019	08/06/2019	08/06/2019	38
2019	Orientation for First year students	10/08/2019	10/08/2019	10/08/2019	165
2020	Expert talks	27/09/2019	27/09/2019	16/02/2020	240
2019	Seminar on Accreditation Process	28/11/2019	28/11/2019	28/11/2019	41
2020	Internal Academic Audit	20/02/2020	20/02/2020	20/02/2020	4
2020	Feedback survey	02/03/2020	02/03/2020	30/03/2020	205
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Skill Development of Girl students	22/11/2019	22/11/2019	120	Nil
Jeevani Seminar	26/08/2019	26/08/2019	220	40
Mental Health day talk	10/10/2019	10/10/2019	140	30
Mindfulness training	21/12/2019	21/12/2019	38	25
Men and Women Psychology seminar	30/01/2020	30/01/2020	120	30

Stress relief training for Women	01/11/2019	28/02/2020	200	Nil
Talk on Women and Menstruation	17/07/2019	17/07/2019	80	25
Poster Competiton	02/12/2019	02/12/2019	35	20
Debate on Religion and Women	23/10/2019	23/10/2019	25	15
Quiz on Women	09/03/2020	09/03/2020	150	50
Seminar on Feminism and Ecology	22/01/2020	22/01/2020	60	20
Awareness class on Legal rights of Women	09/09/2019	09/09/2019	100	Nil
Self Defence training	26/06/2019	26/06/2019	60	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college has taken several initiatives to inculcate environmental consciousness among the students and teachers and other staff of the college. The campus is kept clean and plastic free and it is monitored and maintained by the NSS unit of the college. The college is having a herbal garden with a variety of medicinal plants and herbs. Also, there is a biodiversity park inside the campus which makes the surroundings cool and beautiful. World environment day is celebrated every year with the participation of other institutions and organisations. Students plant trees and nurture them inside the campus and in their homes. Also, awareness campaigns and classes are conducted by the college to ensure ecological equilibrium. The college has conducted several eco-friendly initiatives to keep the campus green and beautiful. The college has included a project for the installation of solar power plant amounting Rs. 5000000/- (Rupees fifty lakhs only) in the fund allotted to the college under KIIFB scheme of the state government. Also, the institution has applied for installation of LED lights and tubes. The proposals are with the Government under consideration.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7
Ramp/Rails	Yes	5
Rest Rooms	Yes	7

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community					
2019	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
KSR and KER	01/06/2019	The Handbooks are made available in the website for reference. The institution strictly adheres to the norms and regulations for teachers and other staff as described in the handbooks. The service rules are scrupulously followed and violations are treated legally as mentioned in the handbooks.
Handbook of Collegiate Education Department	01/06/2019	The DC handbook is the manual for all college teachers in Kerala. The norms and regulations of Higher Education sector is discussed and established in the handbook of the DC. Hence it is taken as a ready reference for all matters. It is also available in the college website.
Handbook of the College	01/06/2019	The college has published its own handbook with a view to establish the values and ethics of the college. The code of conduct of the teachers, non-teaching staff, students and other stake holders are clearly mentioned in the handbook of the college.
UGC Regulations on Ragging	01/06/2019	The UGC Regulations on Anti ragging is displayed in the college and hostels. Also the information is available on the website.
University Statute	01/06/2019	The University statute is also available in the website. Since the

College functions under MG University, Kottayam, it always follows the university rules in every matters.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2019	05/06/2019	130
Pain and palliative Care	01/07/2019	28/02/2020	30
Noon day meals to the Destitutes	05/06/2019	11/03/2020	500
Talk on Hiroshima day	06/08/2019	06/08/2019	100
Debate on Human Rights	10/12/2019	10/12/2019	100
Gandhi Jayanthi Celebration and seminar on Non-violence	02/10/2019	02/10/2019	140
International Yoga day	21/06/2019	21/06/2019	90
Unity day celebration	31/10/2019	31/10/2019	200
Celebration of Christmas with special school children	19/12/2019	19/12/2019	150
Road Safety Campaign	03/10/2019	10/10/2019	100

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The campus is officially declared a plastic free, eco-friendly campus and various measures have been taken to ensure zero plastic. 2. Organic farming of vegetables on the campus 3. Planting trees in the campus to keep the campus lush and beautiful. 4. Planting medicinal plants in the herbal garden 5. Programmes were organised by NSS, NCC and nature club of college to keep the campus eco-friendly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Heritage Museum The college is situated in a place which is archeologically very much important as the Neolithic civilisation was present here. The campus is situated at such a place, having relics of the said ancient culture. Many hints into the past can be seen in different locations inside the campus. In order to preserve the memoirs of the cultural past, the college manages a heritage museum which showcases the tribal culture of the district of Idukki. The museum is included with cultural artefacts showing the rich cultural heritage of the ancient civilisation in the Neolithic period. The ancient

utensils, their peculiar tombs and many other items are stored in the museum. Many of the items have been excavated from the campus itself. Also, the museum showcases the heritage of the prominent tribal community in the district. There is even now a tribal King and his principality in the district, permitted and authorised by the Government. The living styles and their equipment are stored in the museum. The heritage museum is open to the public on occasions and it is always open for the students and research scholars. Many scholars have visited the museum to see and understand the archaeological significance of the items preserved. It should be noted that even though there is another heritage museum at the district head- quarters run by the department of tourism, it is the only one run by an educational institution in the district. The director of collegiate education himself visited it and recommended the upgradation, which may happen in the near future.

2. Peer Group Teaching The Department of Economics had conducted peer group learning sessions for the students in 2018-19 academic year. The PG students and the Final year degree students took classes for the junior students on topics related to the syllabus and curriculum. It was very much appreciated by the students and the parents of the college. It made the IQAC to initiate the Peer Group Teaching as a learning strategy and innovative method for the entire college. The topics can be general and related to the subjects concerned. As an experiment we selected a group of five students from five departments who could deliver sessions on general topics such as constitution, literature, religion etc. We gave them initial training and the five students were given one session each in different classes so as to find out the response of the students. It was amazing to see the enthusiasm and vigour of the student teachers as well as the rapport and involvement of the learners. Hence it was decided to establish peer group teaching as a formal mechanism of the college in teaching and learning. So instead of the initial five, we selected 25 student teachers from the PG and final year degree classes, gave them training and guidance, made them to take classes for the junior students. A teacher coordinator was appointed for the smooth conduction of the sessions. In fact the system worked so well that considerable signs of quality improvement could be seen in the students. Also, it helped in a sort of personal learning experience for many students. Moreover, the peer group teachers concentrated on the basics of each subject so that the students may bridge the knowledge gap, if any, in the subjects concerned.

3. Student Task Force for Disaster Management During the devastating flood of 2018 in Kerala, our NCC unit had actively participated in the relief and rehabilitation activities in collaboration with many other organisations. The incident made us to ponder over the need and possibility of forming a disaster management team under the NCC unit of the college. Since the ANO of the unit is trained in civil defence and disaster management, it could be easy. Thus the institution formed a task force of 30 students for the purpose. During the flood in 2019, which immediately hit the region soon after the formation of the force, the members did exemplary service in association with the authorities. The team participated in many relief activities which was appreciated by the district administration and the Municipality of Kattappana.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gckattappana.ac.in/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Government College Kattappana, the long cherished dream of the district of Idukki, was established in the year 1977 at Kattappana. Ever since, it has been a lamplight in the path of higher education, catering to the needs of the

aspiring youth of the highranges. 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 is a beacon of hope for the poor and downtrodden as the institution is committed to offer quality education to their wards. Most of the students of the college are from the plantations who find it difficult to make ends meet. The institution offers them every support in academic activities and in their personal life as well.

Another significant aspect is the percentage of the girl students in the college as they form almost 70 percentage of the student strength. The institution promotes gender sensitisation and equality in all spheres of campus life. Our 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. Our 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. Today our college has 5 UG and 4 PG courses. We also have one research centre and 3 research guides. In order to achieve our vision the students are given opportunity to engage in a whole range of curricular, co-curricular and extra-curricular activities. The college has a large number of clubs functioning on the campus, which provide the students the much needed skill quotient for their growth. The IQAC and the academic committee of the college closely monitors the academic activities taking place in the college. In the beginning of every academic year college publishes college calendar and the academic committee monitors that the academic activities are in accordance with the academic calendar. The college also conducts various extension activities for the welfare of the society. NSS and NCC units of the college conducts various eco-friendly activities in addition planting trees in the campus. The NSS and NCC units of the college have conducted plastic free campaign this year.

Provide the weblink of the institution

<http://gckattappana.ac.in/>

8.Future Plans of Actions for Next Academic Year

Future Plans The College is committed to strive towards excellence. It is determined make itself a centre of excellence which will be a boon for the poor and marginalised sections of the society. The college has established its long term goals for making it the best in the future. Also, the college sets short term goals for immediate future. The institution identifies the following targets to be completed in the academic year 2020-21. 1. Establishment of more research centres At present the college does have only one research centre. It aims to get sanction for at least one more research centre in the coming academic year. The department of chemistry has already applied for the establishment of research centre. It is expected that the department will be established as a research centre in 2020-21. If so, it will be the first in the high ranges. 2. Starting of New Courses The institution has been constantly trying to get sanction for new courses from the Government. Since it is a Government owned college, no self-financing courses can be introduced. We have already applied for M.Sc Mathematics, BA and MA in English, M.Sc Statistics and for some new generation courses also. The institution expects the starting of at least one course in the next academic year. 3. Infrastructure Development a) Extension of ladies' hostel:- A proposal has been submitted for the extension of the existing ladies hostel so that more students may get admitted there. b) Auditorium:- The college

has submitted the proposal for the construction of a new multi-purpose auditorium. The funds are expected in the coming year. c) Completion of the Science Block:- It is estimated that another two crores will be essential for the completion of the science block under construction. Proposal has been submitted for the same. d) New Toilet block:- A proposal has been submitted for the construction of a new toilet cum rest room in the campus. 4. Starting of new certificate and value added courses. The institution plans to introduce new and relevant certificate courses for the students. 5. To conduct more placement drives in the campus It has been observed that many of our students are not getting sufficient opportunities for getting employment owing to different geographical, cultural and educational reasons. So the college plans to conduct more placement drives from the academic year 2020-21 onwards. 6. To conduct professional trainings for teachers and non-teaching staff The college plans to conduct regular training for the teachers and non-teaching staff to make them more professional, to reduce their stress and anxieties and to create a more conducive work environment in the college. The college also plans to concentrate on the academic excellence of the students as it does in every academic year. We plan to conduct more seminars and expert talks for the students. Also, they will be exposed to the new developments in their own subjects concerned. In order to achieve the same, technology induced sessions will be operated.