GOVERNMENT COLLEGE KATTAPPANA

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(Affiliated to Mahatma Gandhi University, Kottayam)

ANNUAL QUALITY ASSURANCE REPORT

INTERNAL QUALITY ASSURANCE CELL

2014-15

GOVERNMENT COLLEGE KATTAPPANA

ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2014-15

PART A

1. Details of the Institution

1.1 Name of the Institution

Government College Kattappana

1.2 Address Line 1

Kattappana P O

City/Town

Idukki

State

Kerala

Pin Code

685508

Institutional e-mail Address

gckattappana@gmail.com

Contact Numbers

+91 4868 272347

Name of the Head of the Institution

Dr. K K Suma

Tel. No. with STD Code

+91 4868 272347

Mobile Number

9446127239

Name of the IQAC Co-ordinator

Josily Cyriac

Mobile Number

9497393002

IQAC e-mail Address

iqac@gckattappana.ac.in

1.3 NAAC Track ID

KLCOGN19535

1.4 Website Address

http://gckattappana.ac.in

Web-link of the AQAR

http://gckattappana.ac.in/iqac/AQAR-2014-15.pdf

1.5 Accreditation Details   : Not accredited

1.6 Date of Establishment of IQAC

10-08-2011

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

1.8 Institutional Status

University: State ☐   Central ☐

          Deemed ☐   Private ☐

Affiliated College: Yes ✔   No ☐

Constituent College: Yes ☐   No ✔

Autonomous college of UGC: Yes ☐   No ✔

Regulatory Agency (AICTE, BCI, MCI, PCI, NCI etc.) Approved Institution:

          Yes ☐   No ✔

Type of Institution:

Co-education ✔   Men ☐   Women ☐

Urban ☐   Rural ✔   Tribal ☐

Financial Status:

Grand-in-aid ✔

UGC 2(f) ✔   UGC 12 (B) ✔

1.9 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑

Law ☐   PEI ☐   TEI ☐

Engineering ☐   Health Science ☐   Management ☐

Others (Specify) ☐

1.10 Name of the Affiliating University   Mahatma Gandhi University, Kottayam

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST ☐

UGC-Innovative PG programmes ☐   UGC-COP ☐

Any Other (Specify) ☐

2   IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management Representatives

Nil

2.5 No. of Alumni

Nil

2.6 No. of any other stakeholders and community representatives   Nil

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   1

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders   1

Faculty   1   Non-Teaching Staff   Nil

Alumni   Nil   Others   Nil

2.12 Has IQAC received any funding from UGC during the year?

Yes   ✓   No

If yes, mention the amount   Rs. 300000/-

2.13 Seminars and Conferences (only quality related)

No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total   1   International   National

State level   Institutional level   1

Themes
- Institutional Preparation for NAAC Accreditation

2.14 Significant Activities and contributions made by IQAC

- Institutional development plan was submitted to RUSA.
- Advocated and guided faculty members to submit major and minor research project proposals to various funding agencies and arranged for a preliminary scrutiny of the proposals.
- Extended guidance to all departments in utilizing the plan fund allotted by the Government of Kerala and UGC fund.

> - Final year UG classrooms were upgraded to smart classrooms with interactive boards, LCD projectors and laptops.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
- Conduct seminars, workshops and conferences as part of faculty development programme	- All the departments conducted at least one state/national level seminar/workshops
- Enhance the employability level of graduating students	- Specialised training was imparted to selected students through Additional Skill Acquisition Programme (ASAP), Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP)
- Improve the academic output of the college	- UG students of Economics department achieved cent per cent results and other departments also achieved pass percentages above 80 per cent
- Strengthen the infrastructure facilities of the college	- New academic block and Boys hostel were inaugurated
- To purchase new books and subscribe to new journals	- New books were purchased

2.16 Whether the AQAR was placed in statutory body

Yes

Management ☐   Syndicate ☐

Any other body   College Council

Provide the details of the action taken

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

PART B

Criterion I

1. **Curricular Aspects**

   1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2	-	-	-
UG	5	-	-	-
Others	-	-	-	-
Total	7	-	-	-

   1.2 Flexibility of the Curriculum: CBCSS/Core/Elective option/Open options

   - The college offers UG programmes under the Choice Based Credit and Semester System.
   - PG programmes are offered under the Credit and Semester System.
   - UG students can choose open courses.

Pattern of Programmes

Pattern	Number of programmes
Semester	7
Trimester	-
Annual	-

   1.3 Feedback from stakeholders (On all aspects)

Alumni ☐   Parents ✔

Employers ☐   Students ✔

Mode of feedback

Online ✔   Manual ✔

Co-operative schools (for PEI)

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

- New regulations and mark based grading scheme was introduced for all UG programmes.
- Faculty members served as members of Board of Studies of the university for various subjects.

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

Nil

Criterion II

2. **Teaching, Learning and Evaluation**

    2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	27	1	-	-

2.2 No. of permanent faculty with Ph. D. | 7 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
*	-	-	-	-	-	5	-	-	-

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

2.4 No. of Guest / Visiting faculty / Temporary faculty

4	-	1*

FIP Substitute Lecturer

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	6	5
Presented	-	3	2
Resource Persons	-	-	4

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

- Final year UG classrooms have been upgraded to smart classrooms.
- Postgraduate students were encouraged to carry out research oriented projects and present their findings at national and state level conferences.
- Students were introduced and encouraged to use various e-learning resources.

> - Classes by experts were made available to students through EDUSAT virtual class room.

2.7 Total No. of actual teaching days during this academic year ☐ 168

2.8 Examination/ Evaluation Reforms initiated by the Institution

> - Continuous evaluation for all UG and PG programmes were centrally coordinated.
> - A College Level Committee was constituted to supervise continuous evaluation process in the credit and semester system.

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

☐ 1 ☐ - ☐ -

2.10 Average percentage of attendance of students ☐ 90

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	no. of students appeared	Pass percentage
M A Malayalam	12	82
M Com	12	84
B A Economics	48	100
B A Malayalam	28	96
B Com	59	98
B Sc Chemistry	23	91
B Sc Mathematics	23	89

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

> - Ensured the effective use of technology in classroom.
> - Monitored the teaching and learning process through class logs.
> - Monitored the continuous evaluation process and took measures to ensure transparency.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	-	-	-
Technical Staff	1	-	-	-

Criterion III

3. **Research, Consultancy and Extension**

    3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the
    institution

    > IQAC supervised the research and extension activities of the college
    >
    > On the behest of IQAC,
    >
    > - Faculty members submitted major and minor research project proposals to various funding agencies.
    > - The Interdisciplinary Research Cell of the college provided guidance in preparing research proposals.
    > - The department of Commerce conducted a seminar on research methodology.

    3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs		-		

    3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number		3	-	-
Outlay in Rs. Lakhs		2.75	-	-

    3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	4	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	2	-

3.5 Details on Impact factor of publications:

Impact factor range [ ] Impact factor average [ ]

H Index [ ] Numbers in Scopus [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in Rs. lakhs)	Received (in Rs. lakhs)
Major projects				
Minor Projects	2	UGC	2.75	2.75
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects *(other than compulsory by the University)*				
Any other(Specify)	-			
Total	2	UGC	2.75	2.75

3.7 No. of books published

With ISBN No. [-] Without ISBN No [-]

Chapters in Edited Books [3]

3.8 No. of University Departments receiving funds from

UGC SAP [ ]   CAS [ ]   DST FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

For colleges

Autonomy [ ]   CPE [ ]

DBT Star Scheme [ ]   INSPIRE [ ]

CE [ ]   Any Other (Specify) [ ]

3.9 Revenue generated through consultancy [ ]

3.10 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	6	-	-	1
Sponsoring agencies	Director of Collegiate Education, Govt. of Kerala UGC				

3.11 N

o. of Faculty served as experts, chairpersons or resource persons [5]

3.12 No. of collaborations

International [-]   National [-]   Other [1]

3.13 No. of linkages created during this year [-]

3.14 Total budget for research for current year in lakhs :

From funding agency [-]

From Management of University/College [-]

Total [ ]

3.15 No. of patents received this year   : Nil

3.16 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College

-	-	-	1	-	-	-

No. of faculty from the Institution who are Ph. D. Guides | 1 |

Students registered under them | 4 |

3.17 No. of Ph.D. awarded by faculty from the Institution | - |

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

JRF | - | SRF | - |

Project fellows | - | Other | - |

3.19 No. of students Participated in NSS events:

International level | | National level | 2 |

State Level | | University Level | 4 |

3.20 No of students Participated in NCC events:

International level | | National level | 9 |

State Level | 13 | University Level | |

3.21 No. of Awards won in NSS:

International level | | National level | |

State Level | | University Level | |

3.22 No. of Awards won in NCC:

International level | | National level | |

State Level | | University Level | |

3.23 No. of Extension activities organized

University Forum [-]   College Union [5]

NCC [3]   NSS [6]

Other [5]

3.24 Major Activities during the year in the sphere of extension activities and

Institutional Social Responsibility

- Organ Donation campaign by NSS
- Anti-drug campaign was organised in schools
- Financial Literacy Programme
- Participated in Run Kerala Run organised by Government of Kerala

Criterion IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	18.7 Acres	-	-	18.7 Acres
Class rooms	21	-	-	21
Laboratories	3	-	-	3
Seminar Halls	1	-	-	1
No. of important equipment purchased ($\geq$ 1-0 lakh) during the current year.		-	-	
Value of the equipment purchased during the year (Rs. in Lakhs)			Govt. of Kerala	
Others			-	
a. Auditorium	1			1
b. Language lab	1			1
c. heritage Museum	1			1
d. Health Club	1			1
e. Edusat Virtual class room	1 / 1			1 / 1
f. Canteen	1			1
g. Computer Lab	3	1		4

4.2 Computerization of administration and library

- Office is computerised and networked through LAN with internet access.
- Admission procedures are computerised through the MGU CAP portal.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs)	No.	Value
Text Books			1273	254626		
Reference Books						
e-Books			NLIST-INFLIBNET renewed			
Journals	9		5		14	
e-Journals	3829		NLIST-INFLIBNET renewed			
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet Connection	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	2	11	-	1	8 Computers	17 Computers	-
Added	50		-	-	1	-	3	
Total	114	2	11	-	1	8	20	-

4.5 Computer, Internet access, training to teachers and students and any other

programme for technology up-gradation (Networking, e-Governance etc.)

- All departments and office have computers with internet access.
- Students can access internet at the computer centre.
- Departments of Mathematics has a computer lab.
- A language lab functions in the department of English.
- ASAP has established a computer lab in the college

> - Admission to all programmes is through the computerised centralised allotment system of university.
> - Details of all students are uploaded to the university at the time of admission.

4.6 Amount spent on maintenance in lakhs :

ICT ☐

Campus Infrastructure and facilities ☐

Equipment ☐

Others ☐

Total ☐

Annual maintenance of the college building is done by the PWD, Govt. of Kerala

Criterion V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- At the beginning of the year, a meeting of students was convened in which they were briefed about the activities of the college.
- Programme officers of NCC and NSS presented their activities to first year students.
- First year students were also briefed about programmes such as ASAP, WWS and SSP.
- Details of scholarships available were intimated to students.

5.2 Efforts made by the institution for tracking the progression

- IQAC analysed the examination results of all programmes and made suggestions for improvement.
- Class PTA meetings were conducted in each semester to discuss the progress of students.
- A result analysis was conducted by SSP

5.3 Total Number of students

UG	PG	Ph. D.	Others
588	24	-	-

No. of students outside the state | - |

No. of international students | - |

Men		Women	
Number	Percentage	Number	Percentage
	39		62

	Last Year					This Year					
General	SC	ST	OBC	Other	Total	General	SC	ST	OBC	Other	Total
82	25	10	81	5	203	88	30	11	84	5	208

Demand ratio   *   Dropout ratio   3.4 %

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

    5.4 Details of student support mechanism for coaching for competitive

      examinations (If any)

- UGC assisted entry-into-service coaching programme
- Scholar Support Programme
- Coaching programme for PG entrance examinations

No. of students beneficiaries   90

    5.5 No. of students qualified in these examinations

NET   1   SET/SLET   1   GATE   CAT

IAS/IPS etc.   State PSC   4   UPSC   1 Other   6

    5.6 Details of student counselling and career guidance

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

No. of students benefitted   210

    5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

2	30	8	4

5.8 Details of gender sensitization programmes

> - Equal Opportunity Centre and Committee against Sexual Harassment (CASH) function in the college.
> - Women's cell functions for the welfare of women staff and students.
> - Women's cell observed women's day and organised a seminar for women students.

5.9 Students Activities

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

State/ University level 25

National level [ ]   International level [ ]

No. of students participated in Cultural events

State/ University level 7

National level [ ]   International level [ ]

 5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level 2

National level [ ]   International level [ ]

Cultural: State/ University level 1

National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of Students	*Amount*
Financial support from institution		
Financial support from government	113	Rs. 614430
Financial support from other sources		

Government College Kattappana   *AQAR 2014-15*

Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Sports: State/ University level ☐

National level ☐ International level ☐

Cultural: State/ University level ☐

National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐ 7

5.13 Major grievances of students (if any) redressed

- Men's hostel was inaugurated.
- Water cooler was installed

Criterion VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **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.*

6.2 Does the Institution has a Management Information System   No

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

6.3.1   Curriculum Development

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

6.3.2   Teaching and Learning

> - Smart boards installed in all final year classes were utilised by faculty members.
> - Course materials were distributed to students.

6.3.3   Examination and Evaluation

> - Internal examinations for UG and PG students were conducted in a centralised manner and results were published in time.

- A college level monitoring committee was constituted to supervise the continuous evaluation process in the credit and semester system.

6.3.4 Research and Development

- Faculty members submitted major and minor project proposals to various funding agencies.
- The research cell of the college provided guidance in preparing research proposals
- A faculty member was deputed under FIP programme of UGC for obtaining Ph D degree.
- The department of Commerce conducted a seminar on research methodology.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New equipment, furniture and books were purchased.
- New academic block and boy's hostel were inaugurated.
- Instrumentation lab was established in the department of Chemistry.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Lectures by experts were organised.

> - Industrial visits and filed trips were organised by various departments.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	State life insurance, Group insurance scheme, Group personal accident insurance scheme etc.
Non-teaching	State life insurance, Group insurance scheme, Group personal accident insurance scheme etc.
Students	Financial support including scholarships, stipends, lump-sum grants etc.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes ✓ No

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

Audit Type	*External*	*Internal*
	Yes/No Agency	*Yes/No Authority*
Academic	No	Yes, IQAC
Administrative	Yes, Audit cell of the Dept. of Collegiate Education, Govt. of Kerala and Accountant General, Kerala	No

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for

Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the

affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

> - College and departmental alumni meetings are held.
> - Meetings and discussions of alumni with teachers and students are held.

6.12 Activities and support from the Parent – Teacher Association

> - College and class PTA meetings are held each year and progress reports are placed before the PTA.
> - PTA takes up maintenance works of student amenities.
> - ID cards were distributed to all students.

6.13 Development programmes for support staff

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

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

> - NSS observed environmental day and organised campus cleaning programme.
> - Trees were planted in the college campus and steps were taken to conserve trees planted in previous years.
> - NSS conducted organic farming.

Criterion VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Ideas of advanced pedagogy were incorporated in the teaching learning process.
- Lectures of eminent scholars were made available to students through Edusat virtual class room.
- Students were introduced and encouraged to use various e-learning resources.

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

- Inaugurated the new academic block and men's hostel.
- Remedial coaching and entry-into-service coaching programmes were conducted.
- Implemented the new initiatives of the Department of Collegiate Education in the college.
- Institutional development plan was submitted to RUSA.
- Ensured the functioning of smart classroom facilities to their full potential.
- All the departments conducted at least one state/national level seminar/workshop.

7.3 Give two Best Practices of the institution

- Heritage Museum
- Film Festival

7.4 Contribution to environmental awareness / protection

- The rain water harvesting system was made operational.
- Science Forum conducted an exhibition and a quiz programme.
- Environment day was observed
- Paddy cultivation was taken up

7.5 Whether environmental audit was conducted?

Yes [ ]   No [✔]

7.6 Any other relevant information the institution wishes to add.

8. **Plans of Institution for Next Year**

> ➢ Acreditation of the college by NAAC
>
> ➢ Construction of science block and library block.
>
> ➢ Introduction of new UG and PG programmes.
>
> ➢ Expansion and modernization of existing infrastructure.
>
> ➢ Provide facilities to conduct seminars, conferences, workshops, symposia etc. in the college and encourage teachers to attend the same in other institutions.
>
> ➢ Improvement of academic-industry interaction.
>
> ➢ Modernization and automation of the college office.
>
> ➢ Improvement the sports and recreation facilities.
>
> ➢ Protection and beautification of the college campus.
>
> ➢ Equip the college with a Management Information System.

Josily Cyriac   Dr. K K Suma

Coordinator, IQAC   Principal