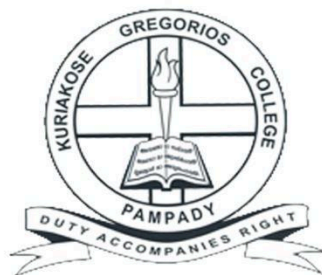


SELF STUDY REPORT
SECOND CYCLE OF ACCREDITATION

KURIAKOSE GREGORIOS COLLEGE
PAMPADY

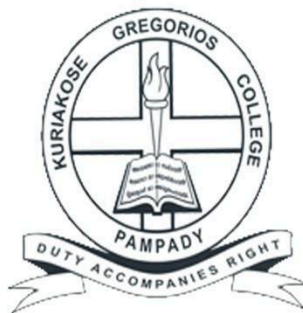


**Kuriakose Gregorios College
Pampady**

**Self Study Report for
the Second Cycle of Accreditation**

Submitted to

**The National Assessment and
Accreditation Council**



**Kuriakose Gregorios College,
Pampady, Kottayam, Kerala
686502
mail@kgcollege.ac.in**

PREFACE

Kuriakose Gregorios College, Pampady popularly known as KG College is an Arts and Science College located on the misty *Kilimala* Mountains of Kottayam, Kerala. The college is affiliated to Mahatma Gandhi University, Kottayam. Soon after its inception it got included under Sec. 2(f) and 12B of the University Grants Commission Act. The history of the college dates back to the year 1981, when the college made its humble beginning in the ITC building at Pothampuram as a junior college with three batches of Pre-Degree students. Within a year of the establishment, the college moved to the present site. The college was upgraded to the present status gradually, with the addition of BA Economics programme in 1991, BSc Chemistry in 1993, B Com in 1995, and BSc Physics in 1999. In 1998 the college was elevated as a postgraduate college with the commencement of MCom programme and later with MSc Physics (2004). In 2003 BBA programme got started. The college was further sanctioned a Research Centre in 2009 with the introduction of Ph.D programme in the Department of Commerce. In 2013, M Sc Zoology was launched and BA English in 2015.

The College presented itself for the first phase of accreditation in 2010 and was accredited by the National Assessment and Accreditation Council with B Grade at the Grade Point of 2.86. Since then the authorities and stakeholders of the college have been trying to improve the quality benchmarks. The IQAC started functioning in the college in June 2010. Most of the activities of the college have been restructured according to the recommendations of the peer team and the seven point criteria prescribed by the NAAC. Academic ambience of the college has shown a marked progress in the last seven years. Over the years the infrastructure has been developed into about 15785 square feet built up area with smart class rooms, well equipped laboratories, air conditioned seminar halls, men's hostel, well designed Tennis court, Basket Ball and Volley Ball Courts, upgraded Gymnasium, college bus, rain water harvesting system etc. Research facilities and research output also got enhanced. The UGC has sanctioned three add-on courses. The various clubs and subject associations together with National Service Scheme and National Cadet Corps are regularly engaged in the Social service and extension activities under the campus to community programmes who regularly earn commendable honours in the University level rankings.

With the concerted effort of the college community, KG College is now ready for the second phase of the accreditation process. The entire college community has been involved in the process of review and self-appraisal. The present report is the outcome of the collective efforts of the entire KG family. The IQAC has been keen to make the entire process interactive and participatory by ensuring the involvement of all the stakeholders. We are proud that we have upheld our vision and mission to fulfill the aspirations of the common man being committed to our aim and objectives.

Pampady
30th March 2017

Principal



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Executive Summary

Kuriakose Gregorios College, Pampady is an institution for higher learning in Kerala envisioned by the Malankara Orthodox Christian Community. It was established in 1981 with the vision of imparting quality education to the people in rural and areas and thereby improving their quality of life. Driven by its motto “We change lives by making dreams come true”, the college imparts education with the mission of developing the physical, spiritual, intellectual, moral and aesthetic powers of students so that they may transform themselves into intellectually trained, morally upright, socially committed and spiritually inspired human beings.

CRITERIA I: CURRICULAR ASPECTS

Kuriakose Gregorios College, being an affiliated college, follows the curriculum designed by Mahatma Gandhi University. Even so, efforts are made within the limitation of the prescribed framework, to complement the curriculum wherever felt necessary. Five of our teachers were in the Boards of Studies of the University who have played a vital role in curriculum reforms taken place in our university. All the five members have also played a big role in the implementation of curriculum in the college and in other affiliated colleges. Experts from boards of studies of the university are also invited to provide inputs regarding the revised curriculum. 9 of the faculty members from different departments have also participated in curriculum revision workshops organised by the university.

Members of the teaching staff prepares teaching plans for each course he/she is dealing and submit it to the head of the department. They are encouraged at the outset to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, and computer education apart from regular traditional teaching methods like chalk and talk. The college offers all sorts of facilities and support required for the effective translation of the curriculum designed by the parent university. Since some teaching members of our college are members of the board of studies of the university, college level meetings are used for clarifying doubts regarding the procedural aspects of curriculum implementation. Physical facilities required for the translation of the curriculum like computer labs, internet facility, experimental labs, seminar halls etc are made available to the staff as per their requirement. The college also organise seminars and workshops on emerging areas and the staff as well as students get the opportunity to interact with the experts.

The Mahatma Gandhi University has restructured undergraduate and post graduate education with the introduction of Choice Based Credit and Semester system (CBCSS) and Credit and Semester System (CSS) for effective transaction of the curriculum. CBCSS offers an open course in the fifth semester UG Programme to the students of other department which is an interdisciplinary approach. The institution has organized various orientation programmes for the teachers, students and parents. Such programmes disseminate the requirements of the revised curriculum and contribute positively towards equipping the faculty and students.

The college offers seven Under Graduate and three Post Graduate programmes. A Research Centre is functioning along with the Department of Commerce. Besides, college offers three UGC Sponsored Add-on courses to the students: Tally (Dept. of Commerce), Beauty Therapy (Dept. of Chemistry), and Communicative English (Dept. of English). For capacity building of students, the College offers some skill oriented programmes to increase the competency and efficiency of the students in the job market. There is opportunity for acquiring additional skill through joining the Additional Skill Acquisition Programme. The College has organized 21 skill development programmes during the period of accreditation. All these efforts ensure academic flexibility to the extent possible in case of an affiliated college.

Since the College is highly student centric in teaching and learning, feed backs from the students are collected to understand opinion of the students regarding the curriculum, teaching and development. The feed back given by the students are carefully analysed and their suggestions are considered seriously while making policy decisions.

In the backdrop of structural limitations which prevent the college from modifying, enriching and organising the curriculum to suit the employment market, the college has tried to achieve this linkage with it through several programmes. The college has identified two different types of gaps in the curriculum. One is the exclusion of dynamic and emerging developments in the field of study and the other is the lack of skills essential for the job market. The college has invited several experts from government, research institutions and industry to talk about the emerging areas and their experience in administration. These invited talks enabled the students to learn about the latest developments. This series of lectures by experts really enriched the curriculum.

CRITERIA II: TEACHING LEARNING AND EVALUATION

The college strictly abides by the rules and regulations put forward by the Mahatma Gandhi University and the Government of Kerala for the admission of the students in the UG and PG programmes offered by the college. From 2010-2011 onwards Centralized Allotment Process is followed in colleges affiliated to Mahatma Gandhi University for the UG and PG courses. The admission is through the new Single Window system through the University's Admission Portal, except for community, sports, cultural, and management Quota. The selection and admission of applicants to the merit seats and SC/ST quotas are done solely by the University. Admission procedure adopted by the university is completely transparent. Any registered candidate can view the status of admission, highest index marks and the least index marks of students getting admission, number of seats available in each college and so on.

At the beginning of the academic year, the IQAC of the college prepare the academic calendar and submit it to the principal for discussing the calendar in the staff council. The staff council, after examining the viability of the

calendar, will accept the same with or without some changes. The principal of the college gives direction to the heads of the departments to hold department level meetings to incorporate curricular and co curricular activities of the department in the calendar so that every department will have their own academic calendar. 42 per cent of the students admitted during 2015 – 16 are from socially and economically backward classes and another 40 per cent of the students are from minorities. Another notable point is the rising proportion of girls studying in the college. Percentage of females studying in the college increased from 48 percent in 2011 – 12 to 60 per cent in 2015 – 16. Statistics regarding the demand for the courses offered by the college reveals that the average percentage of marks required for getting admission to various programmes and the demand ratios are steadily increasing.

All the departments are offering bridge courses to fill the knowledge gap of the students and remedial coaching facility is provided in case of slow learners. Effective organizing of the programmes like, Walk With the Scholar, Scholar Support Programme and Advanced learners programme along with special financial support to needy students resulted in low drop out (average: 0.25), and improved performance in university level examinations.

40 per cent of the regular faculties have research qualities and 85 per cent are qualified UGC/CSIR NET or JRF.

Continuous evaluation of students is made possible through two internal semester examinations, submission of assignments and the conduct of seminars. 24x7 internet facility is available in all the departments. The library is fully automated and INFLIBNET facility is available. All the teachers are given access to INFLIBNET and hence a large volume of e-resources are available. In addition, a good collection of e-learning content is kept in the repository of the library.

CRITERIA III: RESEARCH, CONSULTANCY AND EXTENSION

Research in the college has been given more importance, putting it on par with teaching and learning. The PG department of Commerce has a commendable record of research work. Nine PhDs are awarded so far. At present 5 research guides are associated with the department and 36 research scholars are pursuing their research studies. The institution has a research committee with the aim of promoting research culture among the faculty and students and to nurture a research atmosphere in the college.

There is a statistical data analysis division in the research department of Commerce. The Centre organizes workshops and seminars on “Data analysis using statistical soft-wares like SPSS and E Views”. Most of participants of the workshops were faculty members of various colleges across Kerala and got benefited in the successful completion of their Research Degree. The research centre also provided the facility for data analysis. Fully automated College Library is well equipped to meet the demands of research scholars and it facilitates ‘INFLIBNET’, which is open to research scholars, faculties and students. Department of Zoology has a well-equipped lab and museum to cater the needs of research scholars and

project fellows. The college publishes KEGEES JOURNAL OF SOCIAL SCIENCE, an ISSN and RNI registered journal for publishing research papers of scholars across the nation. 83 research papers have been published by the faculty members in peer reviewed national and international journals. One major research project worth Rs10,04,600 and 11 minor research projects were awarded to faculty members.

The college organizes its extension and outreach programmes with the aim to offer its facilities, expertise, and experience to the local community. NSS Unit of the College has undertaken 3 major surveys for Pampady Gram Panchayat and they have adopted a village. Exceptional performance of the NSS helped them to achieve the Best NSS Unit Award of the MG University consecutively in 2014, 2015 and 2016. The teachers in charge of the outreach programmes used to consult with social workers, social activists and leaders of the local bodies to identify demand for services offered by the institution. Over the years organizations and clubs like NCC, NSS, Women's Cell, MGOCSM, Anti-Narcotic Cell, Youth Red cross and Blood Donor's club, and various Subject Associations have made remarkable contributions to the *campus to community* programme of the college.

CRITERIA IV: INFRASTRUCTURE AND LEARNING RESOURCES

The college has a clean and beautiful campus which spread across 13 acres of land. The college has adequate infrastructural facilities like classrooms, laboratories, library, faculty rooms, seminar halls, auditorium, computer centre, internet café, play ground, and hostels. The college has a policy of creating and upgrading physical and ICT-related infrastructure to meet the growing needs of the institution. All individual departments have computers, laptops, photocopier and LCD projector. The college has generators to meet the power supply failure. The college is having a rain harvesting system with 1,00,000 litres and a renewable energy system to substitute conventional sources of energy. CCTV digital monitoring system covering the entire campus and public announcement system have a great role in maintaining the discipline in the campus.

Hostel facilities are made available for boys and girls. Since the Collge is situated in a remote rural area, the College purchased a bus for students and teachers.

The general library is fully automated with LAN and with INFLIBNET facility. All the departments in the college has separate library wing. ICT facilities and other learning resources are adequately available to the students and staff of the college. The college has a well equipped computer lab.

CRITERIA V: STUDENT SUPPORT AND PROGRESSION

The college takes sustained efforts in the area of student support so that academic excellence is ensured and the campus life is more enriching. The academic support programmes consist of Tutorial system, remedial coaching, Student Support Programme, Walk With the Scholar programme, advanced learners programme etc. Support in co-curricular activities are extended by the physical education department, Arts club, college union, department

associations, NCC, NSS and a number of clubs and forums functioning actively in the college. The stress related issues of the students are addressed by the counseling centre. The College provides a number of support services and facilities to the students from SC/ST, OBC and economically weaker sections. The Equal Opportunity Cell of the College functions through the activities SC/ST monitoring Cell, Women's Cell, Minorities Cell etc. to promote the disadvantaged groups such as SC, ST, Women, OBC, Minorities and Physically challenged to the main stream. The percentage of students progressing to higher education or employment from the college are UG to PG 47.21%, campus selection 11.38%, and other than campus recruitment 6.06%. The mega PTA meeting is a unique practice of our institution which is extremely useful in sorting out the learning and other difficulties of the students. The institution maintains a high pass percentage at UG and PG levels. The elected student union of the college plays a pivotal role in organizing and executing the co-curricular activities of the college. Students are given membership in various official bodies including IQAC, Library, and Advisory Committee. Scholarships and student adoption by the alumni and the retires teachers of the college is a strong evidence of their sustained relationship with college.

CRITERIA VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The college Management takes the leadership role in the effective implementation of the teaching-learning process and the student support programmes. The governance and management of the institution are extremely democratic and leadership is participatory. The college frames its policies in tune with the stated vision and mission. The college has a Central Governing Board, Local Governing Board, a Manager and the Principal at the top management level. Even though the college is affiliated to Mahatma Gandhi University, its management has ample role in the design and implementation of the quality policy and plan. Internal Quality Assurance Cell of the college is playing a pivotal role in the development of quality related policies in the institution. IQAC, discusses all major issues in the campus and frame some policies for further discussion by the top management. All serious issues are discussed at the staff meeting to ensure proper communication and involvement of all the staff. Every year a management team consisting of the manager and members of the local governing board visit the college and all the departments to assess the performance. This is an opportunity for the top management and the staff to discuss the challenges and frame new policies. Our College has a well-designed quality policy. It serves as a guide for all of the activities of our college.

Our quality policy is enshrined in our mission and vision statements. It is embodied in every activity and every plan undertaken by the institution. The founding fathers of the institution have designed some long run policies regarding the conduct of the institution and delivery of its services to the community. The foundations for all policy changes of the institution are based on those designed by our visionary leaders. Since an educational institution is passing through different issues, new policies are to be designed by us. We have a clear cut path and process for developing such policies. Since the most

important stake holder of an education institution is the student community, the views of the students, parents and alumni are given due care. Informal methods are followed by the teachers to collect the views of the students. Representatives of the students, student union members and student leaders of various sub units of the college express their views on serious matters. Suggestions and comments offered by alumni and parents are also given due consideration for framing new policies. The IQAC of the college discuss in detail about the policy changes required or the need for new policies, considering the suggestions of all stake holders. The decision regarding this is forwarded to the staff council, which in turn will discuss the issue seriously and make suggestions to the governing council which is top authority to decide upon policy.

We have Grievance Cell for students and staff. There is also a Women's Cell to look into any matters of harassment. The grievance redressal mechanism is made clear to the students and staff. Grievances raised by the students are immediately reported to the Principal for further action. No serious issue has been reported so far. The College is peaceful and exist a deep student teacher relationship. The relationship between teachers and parents is also a notable one. A wide range of staff development programmes including leadership trainings were organised for faculty members as well as administrative staff. The institution also conducts conferences every academic year for the enrichment of teaching and non teaching staff. The institution collaborates with highly qualified resource persons for guiding these programmes. The teachers are encouraged to attend orientation/ refresher programmes conducted by various academies of national and international importance. During the current academic year, the college has organized a neuro-linguistic programme (NLP) for rejuvenating the faculty members. Facilities and economic support are offered to departments for organizing national and state level seminars. The teachers of the college are also directed to participate in as many national and international seminars as possible, without affecting the primary duty of teaching. The faculty members are also motivated to take up major/ minor projects. The institution provides infrastructural facilities to teachers for carrying out research work. The management is very compassionate and accommodative towards the faculty members' request for availing FIP/FDP. The research centre of Commerce serves as an example for providing platform for improving the quality of faculty members.

The college has an institutional mechanism for effective and efficient deployment of financial resources. The Management of the institution has its own mechanism to monitor the allocation and utilization of funds sanctioned by various funding agencies. The Management has appointed a local governing board to monitor the financial affairs of the institution in addition to the internal arrangements.

This institution maintains proper books of accounts which are managed by a team of Superintendent of Finance and a senior faculty deputed by the principal. Each academic department of the college maintains Department accounts separately. A faculty member from each department has assigned the

task of maintaining their departmental accounts. The Head of each departments cross-check and verify the authenticity of the books of accounts maintained at respective departments. The Programme Officer and NCC Officer of NSS and NCC units, respectively, preserves the accounts related to the functioning of NSS and NCC units. These records are subject to the external audit by an external agency appointed by their respective organizational authorities. In lines with this, the Director of Physical Education also maintains the accounts of PD.

In order to ensure complete transparency in the utilization of financial resources, major purchases and expenditures are made only after inviting requisite number of quotations from qualified vendors. The quotations were properly scrutinized and the most appropriate vendor will be selected for execution.

CRITERIA VII: INNOVATION AND BEST PRACTICES

The college has made many efforts to stabilize the up gradation of nature not only in the campus but the selected areas where its extension activities are going on. The institution is located in the midst of natural beauty. It is an eco-friendly area with different kinds of trees. The college has conducted Green Audit with the help of Tropical Institute of Environmental Studies [TIES]. Separate waste bins are placed inside the campus for the disposal of bio-degradable and other wastes. Tree saplings were planted every year in the campus and nearby areas. We promote a plastic free campus by creating awareness on green campus among the college community through public announcement system. Vermi-compost unit converts the biodegradable wastes into fertilizers. The manure so developed is utilized domestically. Several measures have been taken to keep our campus eco-friendly such as all the trees in the campus are accounted and protected by putting tag bearing its botanical and local name, cultivating vegetables in spare land following organic farming method, and maintaining butterfly gardens etc.

The college is producing 30KV of electric energy by tapping solar energy by erecting solar plants with the financial support of ANERT. We have a rain water harvesting system with a storage capacity of 1,00,000 litres, which is an alumni sponsored project. The college is planning to have more such systems in future for which the PTA is trying to identify sponsors.

The campus to community programme aims the uplift the quality of life of the people around the College. Keeping in mind this objective, various activities like support to Ashakiran, support to Local Self Government bodies, Blood Donation Club, Shelter for the Poor, Home for Our Family Friend, Adopted Village, Renovation of Taluk Hospital etc., are undertaken by different groups of students, teachers, alumni and PTA. Student Support by stakeholders is another best practice adopted by the college and includes schemes like Student Adoption Scheme, Alumni Sponsored Scholarships, Scholarships by the Retired Staff etc. Remembering the alma mater and coming back to her, cherishing the past experience, sharing their success stories with present generation of students and supporting the college

community in general and the poor in particular by the alumni is the indicator of excellent student-teacher and institutional relationship. This is a never ending story of culture inculcated by the College through strong bonding between the minds of students and teachers.

SWOC Analysis

Strength

- Popular among people as a centre for higher education
- Qualified and dedicated faculty
- Vibrant and disciplined students
- Politics free campus
- Good demand for all the programmes offered by the college
- Rural location
- Calm and peaceful atmosphere in the campus
- Excellent result in university examinations
- Very good infrastructure for teaching, learning and research.
- Conveyence facility for staff and students in the bus owned by the college.
- Healthy teacher student relationship
- Research centre in Commerce with highest number of research scholars in M G University which also promote the research culture in the campus.
- Strong and supportive PTA and Alumini association
- Active and socially sentizied NSS, NCC, Blood donation club and womencell.
- Adequate infrastructure facility for sports and games.
- Hostels for men and women
- Well structured student supportive programmes and add-on courses.
- Automated library with INFLIBNET and N-List access.
- Opportunity for exposure to students through extracurricular programmes and intercollegiate programmes.

Weakness

- Falling number of senior faculty members.
- Lack of academic flexibility
- Delay in curriculum reforms.
- Insufficient number of non- teaching staff.
- Lack of collaborative research
- Hilly location
- Lack of interdisciplinary and twinning programmes
- Lack of academic-industry interface

Opportunities

- Department of Chemistry and Department of Economics to be elevated as Post Graduate Department.
- Department of Zoology may be raised as a research centre
- More faculty members can be registered for PhD and apply for research projects.
- Scholarships and endowments instituted by the alumini associations and the association for retired teachers helps to reduce the economic imbalaces among students.
- More vocational programmes can be introduced
- Can adopt more villages for extending outreach programme
- Rural location brings the college the scope for more campus to community programmes which will enhance the social commitment of the students.

Challenges

- Financial constraints for infrastructure and developmental requirements.
- Declining number of male teachers and students.
- Rural location prevents the recruiting agencies to come over to the college for campus placements.
- Introduce skill oriented and vocational programmes
- Timely updation of programmes offered by the college.
- Establishment of new industrial linkages

Profile of the College

1. Name and Address of the College:

Name :	KURIAKOSE GREGORIOS COLLEGE		
Address :	PAMPADY		
City :	KOTTAYAM		
Pin :	686502	State :	KERALA
Website :	www.kgcollege.ac.in		

2. For Communication:

Designation	Name	Contact Numbers	E-mail
Principal	Dr. Sherly Kurian	O:0481-250821 2 R:0481-2432988 M: 9961274087	sherlykurian12 34 @gmail.com
Vice Principal	Prof. Suma P. Aney Mathew	O:0481-250521 2 R:0481-2456043 M: 9495336367	sumapaneymat hew @gmail.com
Steering Committee Co-ordinator	Dr. Mini Joseph	O:0481-250721 2 R:0481-2441204 M: 9495446932	minijkgc @gmail.com

3. Status of the Institution;

- Affiliated College
Constituent College
Any other (specify)

✓

4. Type of Institution:

a. By Gender

- i. For Men
ii. For Women
iii. Co-education

✓

b. By Shift

- i. Regular
ii. Day
iii. Evening

✓

5. It is a recognized minority institution?

- Yes
No

✓

If yes specify the minority status
(Religious/ linguistic/ any other)
and provide documentary evidence:

Religious

6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other

✓
✓

7. Date of establishment of the college:

14/09/1981

a.

University to which the college is affiliated

Mahatma Gandhi

b. / or which governs the college

University, Kottayan

c. Details of UGC recognition

Under Section	Date, Month & Year	Remarks (If any)
i. 2(f)	04/02/2000	
ii. 12(B)	04/02/2000	

d. Details of UGC recognition /approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) **NIL**

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

No

If yes, has the College applied for availing the autonomous status

Yes

No

9. Is the college recognized?

Yes

No

a. by UGC as a College with Potential for Excellence (CPE)?

Yes

No

If yes, date of recognition:

b. for its performance by any other governmental agency?

Yes

No

If yes, Name of the agency

Date of recognition:

10. Location of the campus and area in sq.mts.:

Location*	Rural
Campus area in sq. mts.	54632.56 sq mts (13.80 acres)
Built up area in sq.mts.	9695.92 sq mts

11. Facilities available on the campus (Tick the available facility and provide

numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement?

Facilities	Yes	Number			
Auditorium/seminar complex with infrastructural facilities					
Auditorium	✓	2			
Seminar Complex	✓	4			
Sports facilities					
Play ground	✓	2			
Swimming pool					
Gymnasium	✓	1			
Hostel					
* Boys' hostel		✓			
Number of hostels		1			
Number of inmates		8			
<i>Study hall, Living rooms, Toilets, Common room, Prayer hall, Kitchen, Mess hall, Courtyard, and Telephone.</i>					
* Girl's hostel		✓			
Number of hostels		1			
Number of inmates		45			
Facilities (Mention available facilities) <i>Study hall, Living rooms, Toilets, Common room, Prayer hall, Kitchen, Mess hall, Courtyard, Solar water heater, Television, Telephone.</i>					
* Working Women's hostel					
* Residential facilities for teaching and non-teaching staff					
* Cafeteria		✓			
* Health centre		✓			
<i>Additional Details:</i> <i>The college has an agreement with Homoeo clinic at Ashakiran, nearby palliative care unit run by same management. The facilities covered are:</i>					
First aid	✓	Inpatient	✓	Emergency care	✓
Ambulance	✓	Outpatient	✓	Palliative care	✓
<i>Health Centre Staff :</i>					
Qualified Doctor	Full Time	✓	Part Time	✓	✓
Qualified Nurse	Full Time	✓	Part Time	✓	✓
* Facilities like banking, post office, book shops					
* Transport facilities (College Bus)					✓
* Animal house					
* Biological waste disposal (Vermi-compost)					✓
* Generator facility (Generators: 2 Units- 82.5KV, 15KV)					✓
* Facility for regulation of electricity (UPS)					✓

* Solid waste management facility	✓
* Waste water management	
* Water harvesting (<i>Rain water harvesting</i>)	✓

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

Programe Level	Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ approved Student strength	No. of students admitted
Under Graduate	B.A. Economics	3 years	+2	Eng	120	112
	B. Com.	3 years	+2	Eng	120	118
	B.Sc. Chemistry	3 years	+2	Eng	60	46
	B. Sc. Physics	3 years	+2	Eng	72	58
	B. Sc. Zoology	3 years	+2	Eng	72	60
	B.A. English (Self Financing)	3 years	+2	Eng	48	36
	B.B.A. (Self Financing)	3 years	+2	Eng	180	116

Programme Level	Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ approved Student strength	No. of students admitted
Post Graduate	M.Com.	2 years	UG	Eng	30	30
	M.Sc. Zoology	2 years	UG	Eng	24	21
	M.Sc. Physics (Self Financing)	2 years	UG	Eng	40	40
Ph.D	Commerce		PG	Eng	40	36
Certificate courses (Add-On Courses)	Beauty Therapy	1 year	+2	Eng		50
	Tally	1 year	+2	Eng		24
	Creative Communication and Spoken English	1 year	+2	Eng		20
UG Diploma						
PG Diploma						
Any Other						

*Eng – English

13. Does the college offer self-financed Programmes?

Yes

No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes

No

If yes, how many?

2

15. List the departments:

Faculty	Departments	UG	PG	Research
Science	Chemistry	✓		
	Physics	✓	✓	
	Zoology	✓	✓	
Arts	Economics	✓		
	English	✓		
Commerce	Commerce	✓	✓	✓
Any other	Oriental Languages			
	Physical Education			

16. Number of Programmes offered under

a. Annual system	NIL
b. Semester system	10
c. Trimester system	NIL

17. Number of Programmes with

a. Choice Based Credit System	7
b. Inter/Multidisciplinary Approach	NIL
c. Credit and Semester System	3

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

- Year of Introduction of the programme(s) and number of batches that completed the programme
- NCTE recognition details (if applicable)
Notification No.: Date:
Validity:
- Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

- Year of Introduction of the programme(s) and number of batches that completed the programme
- NCTE recognition details (if applicable)
Notification No.: Date:
Validity:
- Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes No

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

Positions	Teaching faculty				Non-teaching staff		Technical staff	
	Professor	Associate Professor	Assistant Professor					
		*M *F	*M *F	*M *F	*M *F	*M *F	*M *F	*M *F
Sanctioned by the UGC / University / State Government <i>Recruited</i>		2 4	7 14	6		2	2	
<i>Yet to recruit</i>								
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>			4 18	3	3			
<i>Yet to recruit</i>								

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	*M	*F	*M	*F	*M	*F	
Permanent Teachers							
D.Sc./D.Litt.							
Ph.D.			1	3	2	3	9
M.Phil.			1	1		1	3
PG					5	10	15
Temporary Teachers							
Ph.D.					1		1
M.Phil.						3	3
PG					3	15	18
Part-time teachers (Visiting Faculty)							
Ph.D.			1	1			2
M.Phil.							
PG							

*M-Male *F-Female

22. Number of Visiting Faculty /Guest Faculty engaged with the College: 2

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	*M	*F	*M	*F	*M	*F	*M	*F
SC	8	16	5	13	8	15	11	16
ST	1	1	0	2	0	2	1	3
OBC	13	28	12	39	14	38	22	33
General	63	64	51	75	35	79	57	79

Others	2	6	2	13	5	13	12	13
Total	87	115	70	142	62	147	103	144

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

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	201	47		8	
Students from other states of India	0	0		0	
NRI students	0	0		0	
Foreign students	0	0		0	
Total	201	47		8	

25. Dropout rate in UG and PG (average of the last two batches)

Under Graduate	.25 %	Post graduate	0 %
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26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component	Rs: 60730.40
(b) excluding the salary component	Rs: 5488.88

27. Does the college offer any programme in distance education mode (DEP)?

Yes

No

If yes,

- a) Is it a registered centre for offering distance education programmes of another University

Yes

No

- b) Name of the University which has granted such registration:

- c) Number of programmes offered :

- d) Programmes carry the recognition of the Distance Education Council.

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

Sl.No	Programme	Ratio
1	B. A. Economics	1:40
2	B.Com	1:14
3	B. Sc. Physics	1:24
4	B.Sc. Chemistry	1:20
5	B.Sc. Zoology	1:12
6	M.Com	1:04
7	M.Sc. Zoology	1:04
8	B.A. English	1:16
9	B.B.A.	1:36
10	M.Sc. Physics	1:10

29. Is the college applying for Accreditation:
Cycle 1 Cycle 2 Cycle 3 Cycle 4
Re-Assessment
30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)
Cycle 1: **04/09/2010** Accreditation Result **B Grade with 2.86 Points**
* *Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*
31. Number of working days during the last academic year. **230 Days**
32. Number of teaching days during the last academic year: **218 Days**
33. Date of establishment of Internal Quality Assurance Cell (IQAC):
04/06/2010
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.
- | | | | |
|------|-------|-----------|------------|
| AQAR | (i) | 2010 – 11 | 20/12/2011 |
| AQAR | (ii) | 2011 – 12 | 18/12/2012 |
| AQAR | (iii) | 2012 – 13 | 25/01/2013 |
| AQAR | (iv) | 2013 – 14 | 01/07/2015 |
| AQAR | (v) | 2014 – 15 | 05/07/2016 |
| AQAR | (vi) | 2015 – 16 | 27/03/2017 |
35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information) : **NIL**

Criteria-wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Kuriakose Gregorios College, Pampady, situated on the lush green Kilimala Kunnu, hardly a kilometre south – west of Alampally Junction, is a unique temple of higher learning in many respects. An institution that strives towards excellence with indefatigable zeal, K.G College had its beginnings, way back in 1981. The last thirty five years witnessed the success saga of the college. Today K.G College has acquired fame and name as one of the best colleges under Mahatma Gandhi University.

Motto of the College:

“We change lives by making dreams come true”

Vision of the College

‘To become a centre of academic excellence by imparting quality education’: Being located in a rural village, named Pampady, the college tries to impart quality education to people from rural backward areas and to become an institution of academic excellence. The college intends to change the lives of youth through quality education.

Mission of the College

‘To develop the physical, spiritual, intellectual, moral, and aesthetic power of the students so that they may transform themselves into intellectually trained, morally upright, socially committed and spiritually inspired men and women’.

Objectives of the College

- To act as an agency to impart value based education to youth especially from rural background.
- To provide good quality education to young men and women, enhance their capability to compete in this challenging world.
- To train the young men and women the skills required to live in a society with peace and harmony
- To motivate students to come up with innovative ideas to solve the problems faced by the society.
- To provide intellectual, emotional, cultural and physical training to young men and women to become responsible citizens with discipline, integrity and social commitment.
- To ensure gender equality, promote the spirit of democracy and human values among young men and women.
- Inculcate the spirit of social service among youth, by providing opportunity for campus to community initiatives.

- Support the local bodies in resolving social problems and to act as a supporting institution in issues like public health, illiteracy and financial inclusion.
- Develop young leaders with positive and forward looking attitude

The mission and vision of the college are communicated to various stake holders through publishing the same in the web site, newsletter and prospectus of the college. The college magazine published by the college union is also used for communicating our mission and vision. The vision and mission statements of the college are permanently displayed in the campus. The PTA meetings held in all semesters is an excellent venue for communicating our vision and mission. All plans and policies of the organisation are strictly based on our vision and mission. Meeting of the staff members is also utilised for communicating the vision and mission among the staff members and motivate them to come up with plans in line with this. Annual alumni meeting held in the college is also utilised for reminding the former students about the vision and mission.

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

Kuriakose Gregorious College, being an affiliated college, follows the curriculum designed by Mahatma Gandhi University. Even so, efforts are made within the limitation of the prescribed framework, to complement the curriculum wherever felt to be necessary.

- Five of our teachers were in the Board of Studies of the University who have played a vital role in curriculum reforms taken place in our university. All the five members have also played a big role in the implementation of curriculum in the college and in other affiliated colleges.
- Experts from board of studies of the university are also invited to provide inputs regarding the revised curriculum. Teaching representatives from all the departments have also participated in curriculum revision workshops organised by the university.
- At the beginning of the year, the IQAC of the college develop an academic calendar in consultation with the calendar of the university to decide in advance the curricular and extra-curricular activities of the college.
- The academic calendar proposed by the IQAC is discussed in the staff council of the college before it is accepted for implementation. It is the responsibility of the staff council to implement the curriculum in accordance with the regulations of the university. The staff council appoints a committee to frame general time table for the college, another committee to organise internal examinations and yet another committee to supervise and coordinate the continuous evaluation process.
- The decisions taken at the staff council are communicated to the teaching and non teaching staff in their separate meetings to ensure transparency and democracy. Department level meetings are organised by the concerned heads of the departments to make plans regarding the implementation of the curriculum in their departments.

- Department level time table is prepared in line with the general time table and the university guidelines. Responsibilities are assigned to teachers to ensure that the curriculum is implemented properly and there is no gap between the realities and the plan.
- Monthly staff meeting is conducted to discuss the progress and to identify the problems encountered.
- Members of the teaching staff prepares teaching plans for each course he/she is dealing and submit it to the head of the department.
- End semester examinations scheduled by the university are conducted by the examination committee of the college. Viva-voce and practical examinations are also conducted according to the directions of the university.

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

Being an affiliated institution, the teachers get a lot of support from the parent university in terms of guidelines and practical training.

- Curriculum revision workshops are organised by Board of studies and teachers are invited to participate in it. Experts in curriculum design and development used to lead different sessions and the teachers from our college get the opportunity to interact with them.
- Academic council members and the members of the board of studies are kind enough to clarify doubts of the teachers at any time. This give and take policy of the university helps a lot in the effective translation of curriculum in our institution.
- The orientation and refresher courses organised by the academic staff colleges provide ample opportunity for our staff to learn innovative teaching methods, experimental methods and are exposed to methodological issues in teaching and learning. 14 of our faculty members have participated in Orientation Programmes and another 4 in Refresher Programmes organized by various Academic Staff Colleges.
- The college offers all sorts facilities and support required for the effective translation of the curriculum designed by the parent university. Physical facilities required for the translation of the curriculum like, computer labs, internet facility, experimental labs, seminar halls etc are made available to the staff as per their requirement.
- The college also organise seminars and workshops on emerging areas and the staff as well as students get the opportunity to interact with the experts. In addition, the managing agency of the college also organise faculty development programmes for teachers belonging to different colleges under its management.

Faculty Development Programme Organised by the Managing Agency

Sl No	Venue	Date	No of teachers Participated
1	M D College Pazhanji	December 20, 2010	25
2	Baselius College Kottayam	December 17 ,2011	37
3	St Mary's College Sultan, Battery	January 5 , 2013	32

4	St Cyril's College Adoor	January 18 ,2014	35
5	Retreat Center, Pampakkuda	May 16-17 ,2014	15
6	K.G College Pampady	January 17 , 2015	42
7	Catholicate College Pathanamthitta	January 23, 2016	40
8	Baselius College Kottayam	January 21 , 2017	42

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

- The Mahatma Gandhi University has restructured undergraduate and post graduate education with the introduction of Choice Based Credit and Semester system (CBCSS) and Credit and Semester System (CSS) for effective transaction of the curriculum.
- The institution has organized various orientation programmes for the teachers, students and parents. Such programmes disseminate the requirements of the revised curriculum and contribute positively towards equipping the faculty and students.
- The staff council in consultation with the IQAC of the college makes plans for effective curriculum delivery.
- Monthly staff council reviews the progress of curriculum delivery and tries to identify the practical difficulties faced by the staff in delivering the curriculum.
- Eminent professionals in different fields are invited to the college and the interaction with them enables the staff and students to understand the latest realities.
- Workshops are also organised in different areas to train the staff and students in emerging areas.
- Different committees for the conduct of external and internal examinations are formed to ensure the smooth conduct of the examinations. Principal of the college convene meetings of these committees and make detailed plan for the same.
- A special team is constituted to ensure that internal continuous evaluation of the students is happening according to the plans. It is the responsibility of the team to ensure that internal marks of students are uploaded to the university data base well before the due date.
- The college and the teaching faculty have taken many initiatives for effective delivery of the curriculum. The faculty is trained by the in-house faculty proficient in computers and Information Technology to make them familiar with the use of computers so that they are able to use modern technological resources like the Internet, Projectors, and LCDs to supplement classroom lectures.
- The students are taken for educational tours to industrial/trade fairs, exhibitions and places of historical importance to provide them first-hand knowledge of various aspects.

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

Industry

The college has set up a career guidance and placement cell which maintains professional relations with representatives of industry. The HR managers of various companies are invited to the college campus to interact with the students. The students of various departments of the college are taken for industry- related visits from time to time to keep them acquainted with the latest developments in the economy.

Research Bodies

- The institutions promotes faculty and students to carry out their research work in reputed industries, research organizations and research centres.
- PG students are encouraged to carry out their project work at reputed research institutions like CMFRI- (Central Marine Fisheries Institute) Cochin, TIES-(Tropical Institute of Environmental science)Manarcad, CMFRIT Thoothukudy, KUFOS (Kerala University of Fishery and Ocean Studies)Cochin, Kerala Agricultural Research Institute Kumarakom ,ISRO VSSC, Vishveswasarya Museum Bangalore, Planetarium Trivandrum.
- The departments collaborate with various organizations for carrying out the research work of faculty members and students. This enables students to acquire the skills necessary to handle advanced technologies and make them more job- oriented.

University

The faculty members acting as Board of Studies members and Chairman provide a good link with the parent university regarding the operationalisation of the curriculum. The policies formulated at the university level regarding oprationalisation of curriculum are thus easily communicated to the staff. The faculty members keep in touch with their counterparts at the affiliating university and receive latest information regarding their respective subjects.

Faculty participation in Board of Studies

Sl.No.	Name & Department
1.	Dr. P N Harikumar, Commerce
2.	Prof. Suma P Aney Mathew, Economics
3.	Prof. K J Cherian , Politics
4.	Dr. Manu Oommen ,Zoology
5.	Dr. Sherly Kurian , Malayalam

1.1.6 What are the contributions of the institution and / or its staff members to the development of the curriculum by the university? (Number of staff members/ Departments represented on the Board of Studies, student feedback, teacher feedback, and stake holder feedback provided, specific suggestions etc.)

The affiliating university has a system to solicit recommendations from its affiliated colleges regarding curriculum design.

- Five teachers belonging to different discipline represent the college in Board of Studies of MG University, who regularly participate in the process of curriculum design.
- Principal of the College, Dr. Sherly Kurian is the Chairman of Board of Studies in Malayalam. Our teachers also participate in discussions relating to curriculum design and in workshops conducted by the university. Whenever they find that the syllabus needs modification to meet present trends, they communicate their ideas concretely to the respective members of the Academic Council through the principal of the college.
- The members of the faculty often brainstorm and discuss amongst themselves the relevance of the syllabus designed by the affiliating university.
- While recommending or forwarding suggestions to Academic Council, our teachers routinely take into consideration feedback from students as well as faculty of various departments. It has been a regular practice of the college to depute senior faculty to meet students in classrooms as well as informally outside the classroom to elicit informal feedback.
- Feed-back provided by the alumni who have completed the programmes of this university and have gone for higher studies is collected during alumni meetings and informal conversations and the same will be presented in the curriculum design workshops.
- Opinions expressed during parent visits as well as the report from the administration are also taken into consideration while forwarding suggestions to the Academic Council.

Faculty participation in Curriculum Review Meeting

Sl No	Name of	Department	Venue
1.	Dr. Anila Kumary K.S	Zoology	Workshop on CBCSS by M.G University in Dec 2011
2.	Ms. K.J Lilly	Zoology	Workshop on CBCSS by M.G University in Dec 2011
3.	Ms.Preethy Saira Philip	Economics	Workshop on Curriculum Review by M.G University in March 2011
4	Ms.Preethy Saira Philip	Economics	Workshop onCurriculum Restructuring by M.G University in July 2016
5.	Dr. Roy Mathew Vettoor	Commerce	PG syllabus Revision workshop organised by M.G University in March 2016.
6.	Mr. Vipin K Varughese	Commerce	PG syllabus Revision workshop organised by M.G in March 2016.
7.	Mr. Aby T Alias	Commerce	UG syllabus revision workshop organised by M.G University in March 2016.
8.	Mr.Wilson C Thomas	Commerce	Workshop on syllabus revision by M.G Universityin February and March 2017

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

Yes, being a constituent college of M.G University, the extent of our autonomy is limited. The college does not enjoy the freedom to frame its own curriculum for any of the PG or UG programmes. But the college is offering three UGC aided add on courses for which the curriculum has been designed by the concerned departments of the college

The college offers the following UGC Sponsored Add-on course to the students,

- Tally (Dept. Of Commerce)
- Beauty Therapy (Dept. Of Chemistry)
- Communicative English (Dept. Of English)

Need Assessment

Courses are introduced based on the national and global level demand for a particular course. Requirements of the recruiters, opportunities in the job market and gap identified in the curriculum designed by the university are considered in the development of add on and bridge programmes. Add on courses and computer courses are arranged based on contemporary relevance and opinion of existing and former students so that they can compete with students from other institutions in recruitment and interviews.

Design

The curriculum of the add-on courses are designed by the concerned departments after studying similar programmes in reputed institutions. Faculty members in the host departments have studied the requirements of the industry through unofficial discussions with people belonging to the concerned industry.

Development

After finalising the curriculum design, the detailed content of the curriculum is developed by the staff members in consultation with practitioners in this field. The curriculum so developed is evaluated by an independent team of experts belonging to the concerned industry. The curriculum so prepared for the add-on course is placed before the staff council for getting the approval for submission. The proposal for the programme is then sent to the affiliating university for its approval and finally it is forwarded to the University Grants Commission for funding. The syllabus of bridge course is prepared and approved in the college itself.

Planning

The programme coordinator of each course plans the timing, duration, examination pattern etc in consultation with the head of the department. The curriculum designed by the university will have some gaps and emerging areas of development may not be incorporated in the curriculum. As a part of

the curriculum enrichment programme, the college has organised some talks, seminars and workshops.

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

- Continuous monitoring of the academic performance of the students through continuous evaluation system
- Observing the performance of students in seminars and presentations
- Reviewing the progress of the syllabus at various meetings
- Internal examinations are conducted and evaluated at the department level and suggestions for improvement are given by the faculty members.
- The research orientation of the students is evinced by the projects they undertake as part of the course in various prominent institutions.
- The project work of the final semester UG and PG students are submitted to the University and are evaluated by external examiners.
- Result Analysis of internal and external examinations is conducted at the departmental level and in the council meeting to assess the performance of the students.
- Feedback from parents, stake holders and students are collected and analyzed periodically.
- By monitoring regularity in attendance.

1.2 Academic Flexibility

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

The curriculum designed by the parent university gives more emphasis on theoretical understanding about the programmes offered. But in the job market candidates are required to possess some skills which are not seriously cared in usual educational programme. Students who have attended some campus placement drives, former students and prospective employers are giving us the feed-back that additional skills are required to make the students employable. The web sites of on-line recruiters are also a good source of information about the skills required for employable candidates. Keeping in view the requirements, the college offers some add on programmes and skill development programmes to the students.

The college provides opportunity to the students listen to professional career counsellors like TIME, Career Launcher etc. to improve their understanding about employment opportunities and the skills to be possessed by them. Additional Skill Acquisition Programme (ASAP), a skill development programme of the government of Kerala is also available in the college.

Electronic accounting is an emerging area of employment which requires specialised training on Tally ERP and other international soft ware packages. Realising the heavy demand for candidates trained in Tally ERP, the college has developed curriculum for a programme and applied for financial support from the UGC. Considering the strength of the proposal and the innovativeness, UGC has supported the college for offering an add-on course

in Tally ERP 9. Students from any discipline can join in this programme. Successful completion of the programme for one year enable the student to get a certificate and successful completion of the programme for two years yield a diploma and if the student completes the three year programme will get an advanced diploma. The university is planning to upgrade the advanced diploma into a degree programme.

Realising the importance of creative communication, the department of English is offering an add-on programme in Creative communication and spoken English. Since many of our students are from rural back-ground and did their schooling in Malayalam medium schools, necessitates special training in communicative English. The course is definitely helping the students a lot by improving the confidence level to attend interviews and group discussions.

Department of Chemistry is offering an add-on programme on Beauty Therapy, a job oriented programme which helps the students to earn while they are learning.

UGC Sponsored Add on Courses offered by the College

Sl. No	Name of the course	Dept.	Objectives
1.	Tally	Commerce	To impart knowledge on computerized accounting Tally.
2.	Beauty Therapy	Chemistry	To equip the students "to earn while learning."
3.	Creative Communication and Spoken English	English	To improve the communicative proficiency of the students and to make them competent in the job market.

In addition to the add-on programmes, the college is offering a certificate programme on Tally ERP 9 with the support of some external agencies like NIIT and G- Tec.

1.2.2 Does the institution offer programmes that facilitate twinning/dual degrees.

No such courses are offered so far.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability.

As an affiliated college, we are expected to follow the curriculum framed by the university. There is limited academic flexibility for an affiliated college. The syllabus for the end semester examination is pre fixed and decided by the university, where the institution cannot introduce anything other than university syllabus.

There is little scope for academic flexibility at UG and PG level where there is seminar and assignment as components of internal assessment. The topics to be covered in this area and the way in which these are to be communicated are not rigidly defined by the university. It gives scope for some sort of flexibility to the teachers to come with innovative ideas and incorporate some emerging and practical areas into the curriculum of the students. This opportunity is being exploited by our teachers to give special training on some practical issues and collaborative learning of emerging topics.

Many teachers are practicing collaborative learning in areas of recent developments which are not included in the syllabus. Some brilliant students are exposed to emerging areas by providing reference materials and they are encouraged to make a presentation of the topic in the form of seminar. This gives an opportunity for other students to learn about latest developments in the topic. This practice keeps the students updated and motivated and it ensures academic mobility, progression to higher studies and improved potential for employability.

The College provides an opportunity to students for acquiring additional skill through joining the ASAP training programme offered by the Government of Kerala. The ASAP provide multi skill training facility for the students. Three UGC sponsored add on programmes are offered by the College to improve the skills and employability of the students.

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

Yes, the College offers one PG and two UG programmes under the self financing scheme.

Self financed Programmes

Programme Level	Name of the Programme	Year of Commencement
PG	M.Sc Physics	2004
UG	BBA	2003
	BA English	2015

Admission

Admission to these courses follows the specific norms stipulated by the university. The eligibility criteria for admission are similar to that of aided programmes. The Centralized Allotment Process (CAP) of the affiliating university consists of the single window system where students are ranked and given admission to institutions as per their choice. There is difference in the pattern of distribution of seats under aided and unaided programmes (given in the table below).

Curriculum

The curriculum designed by the university is adopted at UG and PG levels irrespective of its nature. Aided and self financing programmes have the

same syllabus and curriculum. External evaluation is undertaken by the university and internal evaluation by the college according to the norms laid down by the university.

In aided stream, a NET qualified post graduate is eligible for appointed as assistant professor. But in self financing stream, a post graduate with a minimum of 55 per cent marks at the PG level is eligible for appointment. Some of our teachers in the self financing stream are NET qualified and some others have even Ph D qualification. In aided stream UGC pay scale is applicable where as in self financing stream, salary fixed by the management in consultation with the government regulations.

Admission, Fees Structure and Teacher Qualification

Courses	Admission	Fee Per Semester	Teachers Qualification
M.Sc Physics	50% merit (CAP) & 50% management Quota	Rs 22500	Minimum 55% marks in P G
B.B.A		Rs 9000	
B.A English			

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

Yes.

- For capacity building of students, the College offers some skill oriented programmes to increase the competency and efficiency of the students in the job market.
- Batch wise soft skill development programmes were organised at the department level.
- Final year students are provided with the soft skill training programme to equip them to fit for job market.
- All the three add on courses offered by the college are meant for skill development of the students.
- Creative communication and spoken English is meant for improving the English speaking and writing capacity of the students.
- There is opportunity for acquiring additional skill through joining the ASAP training programme offered by the government of Kerala. The ASAP provide multi skill training facility for the students. Several students benefited from these during the period 2010- till date.

Skill Oriented programmes

Sl. No	List of programmes	Department	Associate Institution/ Resource person	Year
1	Equity Education Programme	Economics	JRG Securities Ltd Pampady	2010
2	Personality Development programme	College	Career launcher	2011
3	Career Opportunity	Commerce	Career launcher	2011
	Career Opportunity	Commerce	Career launcher	2012

4	Training on Online Trading	Commerce	Geojit BNP Paribas	2012
5	Career Opportunity	Economics	Ms. P.A Kochu Thresia Member Kerala PSC	2013
6	Personality Development programme	Commerce	Mr. George K Thomas	2015
7	Civil Service Orientation	Economics	Mr. Alexin George IPOs	2015
8	Recent Trends in Higher Education	Economics	Dr. Sheena Shukkur Honorable P.V.C M.G University	2015
9	Career Options in emerging India	Physics	Dr. Preethy Pradhan Dean – Chitkara School of Health Sciences, Chandigarh	2016
10	An introduction to Civil Service Examination	Chemistry	Dr. P J Varkey Rtd. HOD of Political Science , SD College , Kanjirapally	2016
11	Higher Studies opportunities in Physics	Physics	Dr. Binit Lukose, Post Doctoral Associate Cornell University ,USA	2016
12	Seminar on Self Employment	Chemistry	Shri. C S Ashok Kumar , Deputy Registrar (Rtd) of Industries	2016
13	Career opportunities in Chemistry	Chemistry	Dr. Jimmy Ponnanakunnel R&D Process Development Chemist, Senn Chemicals ,Switzerland	2017
14	Finishing Workshop	Commerce	Dr. Francis Kuriakose Adjunct Professor National Law Institute Bangalore	2017

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

the benefit of students?

No. In the present system of MG University, there is no provision to combine conventional and distance mode of education together.

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

Mahatma Gandhi University has designed its curriculum based on its vision and mission. Our college has its own unique objectives, the achievement of which is not possible by simply following the curriculum of the university. Hence to ensure that, the noble causes for which our institution is established are achieved through the following additional programmes organised by the college:

- Regular Prayer meetings were organised under the leadership of MGOCSM where all students, irrespective of their caste, attend. Guests are invited to speak about the moral and spiritual aspects of youth.
- 'Fast a meal Feast a Friend' is a wonderful programme traditionally undertaken by the KG family, where students and teachers fast a meal in a week and the money so saved is utilised for providing food to the poor. This programme enables the students to think about the poor and marginalised.
- Volunteers of NSS of KG college is supporting the Gram Panchayat in conducting health survey, Literacy campaign etc.
- Department of Commerce of the college has organised an awareness programme on Goods and Services Tax for Local business men of Pampady Gram Panchayat
- The college in collaboration with Canara Bank, Pampady Branch has organised a seminar to popularise the concept of Jan Dhan Yojana among the students. Many students have opened bank accounts through this programme.
- Department of Zoology of the college conducted a health assessment camp for the rural households in pampady grama panchayat and for the high school students at MGM Highschool pampady and prepare health cards for high school students.
- A vermi composting unit is functioning in the college under the supervision of the department of Zoology
- Department of Chemistry has arranged soap production training for students to inculcate entrepreneurship habit among students
- Camps and seminars on voter awareness, Female Literacy, Prevention of child labour, blood donation, AIDS awareness, consumer awareness and financial literacy and so on are organized from time to time under the banner of NSS/ NCC and student societies of the college.
- Various Add- On, Certificate and Diploma courses provide additional skills for self development and enable students to face the job market with confidence.

- The IQAC, Women Cell, and other such units plan and organize various programmes to ensure the integration of the university curriculum with the institutional goals and objectives.
- Inter collegiate competitions were organised by all departments. The conduct of these programmes provides opportunity to the students to work in group and to improve the leadership skills.
- To inculcate the habit of cleanliness and eco friendliness, students organise campus cleaning programme, tree planting and practice organic farming.
- Seminars , symposia, debates and workshops are organised regularly to sensitise emerging social issues
- Teachers sensitize the students on issues such as gender equality, inclusion, environment and the like by holding talks/ discussions on current affairs regularly.

1.3.2 What are the efforts made by the institution to modify, enrich and organise the curriculum to explicitly reflect the experiences of the students and cater to the needs of the dynamic employment market?

In the backdrop of structural limitations which prevent the college from modifying, enriching and organising the curriculum to suit the employment market, the college has tried to achieve this linkage with it through several programmes.

The college has identified two different types of gaps in the curriculum. One is the exclusion of dynamic and emerging developments in the field of study and the other is the lack of skills essential for the job market. The college has invited several experts from government, research institutions and industry to talk about the emerging areas and their experience in administration. These invited talks enabled the students to learn about the latest developments. This series of lectures by experts really enriched the curriculum.

Seminars, Workshops and Guest Talks Organised

Sl. No	Topic	Department	Year
1.	National seminar on application of statistical Techniques in commerce and management research	Commerce	2011
2.	Invited talk on Prospects of Apiculture	Zoology	2011
3.	Consequences of Ozone layer depletion	Chemistry	2011
4.	Seminar on Nanotechnology	Physics	2011
5.	Documentary Film Festival on Threats on Environment and its remedies	Chemistry	2011
6.	Invited talk on Aqua Culture Activities in Vembanad Lake	Zoology	2012
7.	Faculty development programme on multivariate analysis	Commerce	2012
8.	12 day workshop on research methodology and data analysis	Commerce	2012
9.	Invited talk on Biodiversity conservation	Zoology	2012

10.	Analysis of Adulterants and how to get HACCP certification	Chemistry	2012
11.	Preventive Measures on various Epidemics	Chemistry	2012
12.	How to manage Life Style Diseases?	Chemistry	2012
13.	Seminar on Signal Processing	Physics	2012
14.	Seminar on Bioinformatics – Tools and Techniques	Zoology	2012
15.	12 day workshop on statistical data analysis	Commerce	2013& 2014
16.	National Seminar on Biological Conservation and sustainability: Issues and Strategies	Zoology	2013
17.	FDP on multivariate panel data analysis and modelling	Commerce	2013
18.	Pharmaceuticals and drug Synthesis	Chemistry	2013
19.	Seminar on Electronics in everyday life	Physics	2013
20.	UGC sponsored national seminar on multivariate analysis in commerce and management	Commerce	2013
21.	Invited talk on Diversity of Birds	Zoology	2014
22.	Budget analysis	Commerce	2014
23.	Invited talk on Nanotechnology	Physics	2014
24.	Applications of Polymer Chemistry in various fields	Chemistry	2014
25.	Seminar on Femto- second Spectroscopy	Physics	2014
26.	Seminar on Research Methodology	Zoology	2014
27.	Invited talk on Blood Brain Barrier and Brain Injuries	Zoology	2014
28.	Special lecture on techniques of Pearl Culture	Zoology	2014
29.	Invited talk on Integrated Fish Farming	Zoology	2014
30.	Invited talk on Sea Weed Culture	Zoology	2014
31.	Workshop on SPSS (once in every month)	Commerce	2015
32.	Seminar on Questionnaire designing& Scaling techniques	Commerce	2015
33.	State level seminar on derivate instruments and Indian financial market	Commerce	2015
34.	Seminar on Quark Gluon Soup-Denser, Faster nearly Perfect	Physics	2015
35.	Talk on Planning in Independent India	Economics	2015
36.	Invited talk on Flagship Projects of Union Govt.	Economics	2015
37.	Seminar on The Evolution of Blue LED	Physics	2015
38.	Discussion on Socio - Economic Caste Census	Economics	2015
39.	An introduction to micro scale analysis in Chemistry	Chemistry	2015
40.	One day seminar on prevention and control of Vector Borne Diseases	Zoology	2015
41.	Stress Management	Chemistry	2015
42.	Talk on Demographic Transition in India	Economics	2016
43.	Workshop on Aqua Culture Seed production , Feed preparation and gear making	Zoology	2016
44.	Time Management	Chemistry	2016
45.	Observatories across the Electromagnetic Spectrum	Chemistry	2016
46.	India at Cross Roads – A Discussion	Economics	2016

47.	Special talk on Venomous and Non- Venomous snakes of Kerala	Zoology	2016
48.	Special talk on Fauna and Flora of Periyar Tiger Reserve	Zoology	2016
49.	Talk on Climate change and Aerosol	Physics	2016
50.	Discussion on ILO Survey regarding Woman at work	Economics	2016
51.	Discussion on EU and BREIXT	Economics	2016
52.	One day Seminar on Conservation of Nature and Natural Resources	Zoology	2016
53.	Talk on 70 years of India' s Development experience	Economics	2016
54.	Discussion on Dalit Issues in India	Economics	2016
55.	Seminar on Renewable Energy Sources	Physics	2016
56.	Applications of Quantum Mechanics	Chemistry	2016
57.	States of matter with special emphasis on Solid State Chemistry	Chemistry	2016
58.	One day technical training on lab instruments	Chemistry	2016
59.	Conservation of nature and natural resources	Zoology	2016
60.	Seminar on Climate change and aerosol	Physics	2016
61.	Seminar on Renewable energy sources	Physics	2016
62.	Special talk on Migratory Birds	Zoology	2016
63.	Discussion on Demonetization in India	Economics	2017
64.	Talk on Water Challenges in Kerala	Economics	2017
65.	Talk on Cashless Economy in India	Economics	2017
66.	Discussion on Trump and Global Economy	Economics	2017
67.	One day workshop on Biodiversity Conservation and Management	Zoology	2017
68.	Seminar on Applicable mathematics	Physics	2017
69.	Lecture on Biggest Global Challenges – World Economic Forum	Economics	2017
70.	Seminar on Marian biology and research in southern Ocean	Chemistry	2016
71.	Talk on Brain Chemistry	Chemistry	2016
72.	Two day workshop on innovative practices in water resources management	Chemistry	2017
73.	Seminar on GST	Commerce	2016

74	Union Budget Analysis	Commerce	2017
75	Kerala Budget Analysis	Commerce	2016
76	One day Seminar on Plagiarism	Commerce	2016
77	Workshop on digital library and reference management (Mendeley) for research scholars	Commerce	2016
78	Awareness programme on GST for the members of Merchant Association Pampady	Commerce	2016
79	Entrepreneurial Development Strategies	Management	2015
80	Leadership Training Programme	Management	2014

Another area is skill development programmes organised by us. Programmes of ASAP is successfully organised in our college every year and many of our students enjoyed fruits out of it. Special skill training programme for SC/ ST students by ASAP is also a wonderful idea to promote the marginalised communities. In addition to ASAP, the college in general and departments in particular are providing training on communication, interview technique, resume preparation, group discussion and so on.

Inputs from lectures by eminent scholars, academic seminars, workshops, career guidance, orientation programmes, training sessions, field work and socio- economic surveys also add to the enrichment of the syllabi. The following additional facilities are provided to the students for their development.

- Language lab has been extensively used to impart training in language skills and pronunciation.
- In order to enhance inter personal skills, team management and intra personal skills, group works and group projects are assigned.
- To encourage ICT skills among students, computer facilities with internet access has been provided.

1.3.3 Enumerate the efforts made by the institutions to integrate and the cross cutting issues such as gender, climate change , environmental education, human rights,ICT etc into the curriculum

Gender Issues

- Around 60% of the total students and teachers are female and hence the institution takes up a pivotal role in addressing social issues like gender discrimination and disparity.
- Women Studies and Empowering Cell has been functioning actively in the college for the past several years. Counselling sessions are arranged for girl students.
- Gender awareness classes were arranged in which promising women activist spoke.
- Seminar on Women Empowerment was organised.

- To look into the grievances of female students, the college has a Women's Grievance Redressal Cell.
- The women's development centre provides facilities like resting room, napkin vending machine, incinerator etc. All necessary steps are taken to promote the interests of the girl students and to resolve problems with utmost care and attention.
- Every year women's day is celebrated to give impetus to women empowerment. Numerous cultural programmes and awareness classes are conducted to embolden women and to inspire them to have a positive attitude towards life.
- Students are given training in stitching, driving, self defence, cooking, vegetable printing and mehendi designing.
- An interactive session with members of Kerala State Women's Commission was also arranged in the campus as part of the activities of women cell.

Climate change and Environmental Education

- Every year Hiroshima Day is celebrated with debates for students, invited talks and poster presentation.
- Interdepartmental bio diversity quiz competition provides opportunities for students to interact with environmentalist and listen to their talks.
- The college makes all attempts to maintain a green and plastic free campus. Planting of trees, distribution of saplings, landscaping and butterfly garden are part of the eco friendly campus.
- Students always clean their own class rooms , surroundings, and minimize the use of paper.
- Waste bins are provided extensively to prevent littering.
- Nature club takes care of all issues related to environment and nature.
- The World Environment day was celebrated by distributing and planting saplings. In association with Prashanthi Nagar Residents Association, the NSS unit planted saplings at the avenues of our college.
- Flowering and medicinal plants garden in the District Collector's Office are maintained by the NSS unit of the college.
- An organic farm is maintained in the college premises by various departments.

Human Rights

- An anti-ragging cell functions efficiently in the college.
- A legal literacy programme is conducted by the college for UG students in association with Kerala Legal Services Authority (KELSA) in every year.
- An awareness programme on human rights led by Justice J B Koshy, Chairman, Kerala Human Rights Commission organized by the college union.
- Various competitions like poster designing, paper presentations, etc were also conducted in connection with the world human rights day

ICT Facilities

- Prime importance is given by the institution to integrate ICT into the teaching-learning process. The college has a well equipped language lab

and computer lab with internet connectivity to enhance the teaching learning process.

- Students are exposed to ICT and are acquainted with the latest trends in the world of technology.
- Three seminar halls are equipped with modern communication and technology equipments.
- All the departments of the college have their own computer facility with internet. Department of Physics, Zoology and Chemistry have independent labs for the practical sessions of UG and PG students.
- We have a common facilitation centre, where the students can avail internet and DTP services at a comparatively lower rate.
- The library of the college is fully computerised. INFLIB NET facility with N List programme is available to teachers and students.

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

- MGOCSM of our college conducts regular prayer meetings on every Friday. Spiritual discourses are regularly delivered at these prayer meetings. There is also a choir unit functioning in our college including students from different religions. A programme named “Fast a Noon, Feast your Friend” is conducted every year, to provide financial assistance to poor students of our college. Members of this unit regularly visit orphanages situated near the college and provides meals and clothing to orphanages.
- College is affiliated with ‘Operation Gurukula’ programme which is constituted by office of the Superintendent of Police of Kottayam.
- A special talk was conducted by RISHIRAJ SINGH IPS and circle inspector of police Pampady on the anti drugs day.
- Holistic development of the students is materialized through the activities of the various cells and clubs of the institution. Moral and ethical values are inculcated through the activities of Counselling Cell and Women Cell.
- Students in need of counselling are identified by the class teachers and are given counselling.
- Class teachers act as the mentors of the students of their batch so that it is easy for the departments collect information from the students and guide them properly.
- Women Cell unit offer various life skill development programmes such as driving class, cooking class, self defence class etc. Department of Chemistry is offering beauty therapy course.
- Under leadership of the NSS Unit of the college, we have a blood donation forum. Students are regularly donating their blood to needy people. In addition the NCC and NSS units of the college have organised Blood donation camps. Community orientation and social welfare programmes are also organised by the NSS unit.
- The charity projects of the unit are generously supported by the teaching and non teaching staff as well as students.

Departmental Associations

- Each department of the college has its own association. The membership of the association is open to the Graduate and Post Graduate students of the respective subjects. The association organises different programmes during each academic year that are beneficial for the student community.
- Inter Collegiate Competitions are organized by the students of Commerce, Zoology and Management to improve the leadership skills of the students.
- Debates and discussions are arranged in every Wednesday from 3pm to 4 pm on recent developments.

Nature club

- Nature of the college organised various programmes to get awareness regarding nature protection, conservation of nature and resources, etc. Nature tour, seminars, quiz competition, tree planting, campus greening ventures are also organised by the club.

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

Feed-back from the stake holders, especially the former students are the most important source of inspiration for the curriculum enrichment programmes. Feed-back from the present students and their parents is also valuable in curriculum enrichment. Some of our alumni who are Chartered Accountants, expressed their concern about the difficulties faced by them due lack of training in Tally ERP programme. They also recommended that this programme will be beneficial to students doing any undergraduate programmes as demand for accountants and store keepers are on the rise. Considering this comment from our former students, we have made an agreement with NIIT to start a Tally ERP Programme in 2012 on a self financing mode.

Some students who did this programme got placed with some institutions in India and abroad. They gave good opinion about the programme and positively commented about the utility of the programme in their current job. Since it was on self financing mode, many poor students were not able to attend it. Some poor students approached us to give this programme to them free of cost. By the Grace of God UGC has accepted our proposal for Add-on programme and now we are able offer this programme free of cost to poor students.

Former students who visit the college, parents of our students and some of our current students frankly demanded for some programme to improve the proficiency in English. Many of our graduate students who attend recruitment drives and group discussion for MBA admission also gave a similar feed-back. In this background the Department of English, has designed a new add-on course on Creative Communication and Spoken English. This programme is really useful to students from Malayalam medium schools to

improve their English speaking skills and excel in interviews and group discussions.

Alumni meeting are a good source of feed back in the form of recollections about the programmes made significant impact on students. Many students expressed their sincere gratitude to teachers for letting them to organise inter collegiate competitions, for giving opportunity to interact with some experts and so on. This is an indication that organising inter collegiate competitions, arranging interaction with experts are really benefitting our students. Such positive comments really motivate the teachers to organise the useful programmes again and again.

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

Only through sustenance of quality of the multi-faceted programmes, the institution can boast of its journey towards excellence. The college has provisions for continuous monitoring and evaluation of the quality of these programmes.

- The college is following a monthly review policy of all activities organised in the campus. The staff council, department level curriculum committee, nature club, NSS, NCC etc reviews their respective programmes on a monthly basis. Feedback from the participants is thoroughly evaluated to ascertain the quality of the enrichment programmes.
- Feedback from employers, PTA and alumni serve as a valuable source for evaluating the quality of programmes. Such feedback is discussed at the club/committee meetings and measures for improvement or rectification are taken.
- The IQAC of the college also plays an important role in sustaining the quality of enrichment programmes.
- The staff council headed by the Principal constantly monitors the programmes using the inputs from the different committees.
- The suggestions which require intervention at the university level are communicated to the university through the members of academic bodies of the university.
- The feedback from students is analyzed and acted upon effectively.
- Exposure of faculty to new and interdisciplinary programmes like seminars, workshop, and refresher/orientation courses enables them to enrich themselves with recent trends in higher education.
- Discussions at Department level generate suggestions for curriculum enrichment. Course wise feedback from students and alumni also lend insights into the need to revise the curriculum.

1.4 Feedback System

Feedback is the most vital element which determines and sustains the quality of any institution. Realizing this we have always resorted to gather honest feedback from the stakeholders and well-wishers.

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

Five of our teachers were in the Board of Studies of the University who have played a vital role in curriculum reforms taken place in our university. They have played critical role in the curriculum design and development of the university. All the teachers represented the college in Board of Studies of the University has utilised the feed-back from the students and teachers in designing new curriculum of the University. In addition at least two members from each department attended the curriculum revision workshops organised by the university. They also contributed a lot in enriching the curriculum by utilising their experience in the curriculum enrichment programmes in the college.

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

Yes. Now we have a formal curriculum feed-back system.

Students feed-back regarding the curriculum is now collected with the help of an instrument circulated to the students by the IQAAC of the college. Earlier we were using registers to record the suggestions regarding the curriculum. In addition to this informal communication with the students, parents, and alumni were also used as input for curriculum revision and development.

Feed back about the curriculum is conveyed to the Board of Studies of the University through the teachers represented the college in different Board of Studies. Other teachers who have attended the Curriculum design and revision workshops also presented their views based on the feed-back from stakeholders. Students of our college representing different students unions also utilised this opportunity to express their views.

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

One PG and One UG programmes were introduced during the last four years. In addition three UGC sponsored Add-on courses were also introduced. Programmes introduced are:

- M.Sc Zoology
- B.A English

Add-on Courses

- Beauty Therapy
- Tally ERP
- Creative Communication and Spoken English

The rationale of choosing the new programmes differs on the basis of course. M.Sc Zoology, being a conventional natural science programme, regains its importance in the academic field. Opportunity for researchers and teachers in this field is showing an increasing trend. The emergence of visual media industry and print media provides a lot of opportunity for English

Literature students. Heavy demand for literature programmes forced the management to introduce BA English programme.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

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

The college is an aided institution and is affiliated to the Mahatma Gandhi University. The norms promulgated by the Mahatma Gandhi University and the Government of Kerala are strictly adhered to during the time of student admission.

For Publicity

- Information regarding various courses offered by the college, admission process, cut-off date, number of seats available, various facilities available etc are made available to the public through the official web site of the college. Prospectus of the college is also made available in the web site.
- Information regarding the admission to various courses offered by the college is given in Newspapers.
- Since the admission to UG and PG courses are made through the Centralised Admission Procedure (CAP) of the MG University, the admission committee checks the details regarding our college in web site of MG University and ensures that information regarding courses offered and seats available under different categories are completely included in the admission portal of the university. If there is any mistake in the information given in the admission portal of the university, it is intimated to the university's admission cell and gets it corrected. Information given in the admission portal of the University has the maximum reach and publicity.
- Details regarding admission is published in the notice board of the college and is communicated to students through announcement. Students are the greatest ambassadors of our college and hence they will give maximum publicity regarding the admission.
- The college is organizing a state level inter school competition for higher secondary school students and inter collegiate competitions for degree students. These are the most important opportunity to publicise the courses in the campus before the targeted student communities.
- The prospectus of the college is updated every year so as to provide a comprehensive idea regarding the various arts, science and commerce courses offered by the College.
- College authorities and faculty members create awareness among the public about the various courses offered by the college.
- College alumni also play a vital role in disseminating information.

For Transparency

- From 2010-2011 onwards Centralized Allotment Process is followed in colleges affiliated to M G University for the UG and PG courses.
- Students are free to opt the course and college of their choice from the Website of Mahatma Gandhi University to which the college is affiliated.

- The admission is through the new Single Window system through the University's Admission Portal, except for community, sports, cultural, and management Quota.
- The selection and admission of applicants to the merit seats and SC/ST quotas are done solely by the university. Admission procedure adopted by the university is completely transparent. Any registered candidate can view the status of admission, highest index marks and the least index marks of students getting admission, number seats available in each college and so on.
- As far as the SC/ST reservations are concerned, the College follows the government norms regarding the admission process. The College office verifies the rank list published by the university to ensure that the prescribed 20% of total seats for the said category is strictly followed.
- To ensure transparency at the college level, an admission committee monitors the admission procedure.
- The initial verification of certificates and quota wise allotment of seats are scrupulously done by the departmental admission committee chaired by the concerned Head of Department. The General Admission Committee functions in the college office under the chairmanship of the Principal and does the final verification of the details of the applicants. The admission process becomes complete with the registering of their names and remittance of fees at the college office.
- The rank lists of Community, Sports, Cultural and management quota are prepared in the department and exhibited on the notice board after getting the approval of the Principal.
- Rank lists are prepared giving weightage for applicants who possess NSS/NCC Certificates and also dependents of ex-service men.
- Immediately after the admission, the list of various categories of admitted students to the various programmes are uploaded in the University website.
- The documents of admitted candidates are sent to the University for Verification and approval.
- Any vacancy arising in the different programmes are intimated to the university in time.
- Provisions are also maintained for course change and college change before the culmination of admission process by the University.

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

- The college strictly abides by the rules and regulations put forward by the Mahatma Gandhi University and the Government of Kerala for the admission of the students in the UG and PG programmes offered by the college.
- The criteria adopted for the admission are in accordance with the University norms.

- The criteria of selection under CAP are the same for both the Undergraduate (UG) and Post Graduate (PG) courses offered by the College
- On the basis of the marks at the Higher Secondary level, admission to the UG courses is done through the Centralized Admission Process (CAP). Admission to the PG courses is done through the CSS allotment and marks at the UG level are taken into consideration for admission to the same.
- For BA, B.Sc., B.Com UG programmes, a basic pass minimum of 35 per cent in qualifying examination is the cut off mark at the entry level. The individual colleges have authority to fix a cut off different from one fixed by the university.
- For PG programmes, 45 per cent in qualifying examination is the cut off mark at the entry level. For SC/ST, OBC and OEC students, there is relaxation of marks.
- The criteria adopted are merit at the previous qualifying examination, and subject based weightage as per University norms. Weightage for NCC and NSS, dependence of Ex Service men etc are also awarded as per the norms.

PERCENTAGE-WISE ALLOCATION OF SEATS

Sl No	Seat Reservation for aided programmes	Percentage
1	Open merit	50
2	SC	15
3	ST	5
4	Community Quota	10
5	Management Quota	20

- **Merit Seats:** These seats are directly filled by the University through CAP strictly on the basis of merit.
- **Reservation Seats:** The SC/ST candidates are also filled by the University through CAP on the basis of merit.
- Students apply directly for seats under the community and management quota of the College.
- The seats under the community quota are reserved for students of the Orthodox Christian Community to which the college belongs. The merit list for admissions under management quota is prepared with due weightage given to the social, economic and geographical profile of the applicants.
- Admission to Self Financing Programmes is as per the norms stipulated by the Government and the University. The seats are filled up through merit and management quota on a proportion of 50:50.

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

Even though the University is prescribing a minimum qualifying mark for the admission to UG and PG programmes, the actual marks scored by the

admitted students differ based on the demand for the programme. In reality the score of students admitted in merit seats is very high for courses like, B.Com, B.Sc Physics etc. The minimum and maximum percentage of marks at the entry level for different courses in our college as compared to the near by colleges are given in the following table.

Comparison of Entry Level Marks with other College - U.G Programmes

Programme	Marks			
	Maximum	Maximum (nearby college)	Minimum	Minimum (nearby college)
B.Com	98	96	74	61
B.ScPhysics	97	95.2	70	62
B.ScChemistry	91	98	60	60
B.ScZoology	86	93.6	50	55.7
B.A.Economics	90	97.8	55	46.6
B.A.English	75	95	43	52
B.B.A.	89	90	40	56

Comparison of Entry Level Marks with other College- P.G Programmes

Programmes	Marks			
	Maximum	Maximum (nearby college)	Minimum	Minimum (nearby college)
M.Com	90	89.5	58	56
M.ScPhysics	82.75	90	57.75	62
M.ScZoology	85	83	58	62

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

Yes. We have an effective mechanism in the institution to review the admission process. Admission committee functions at the department level and at college level.

After the admission process is complete through the CAP, the College Admission Committee reviews the process.

- It ensures that the seats are duly filled in according to the rank list. .
- It also ensures that SC/ST/differently abled students are given admission as per the norms of the University and the state government.
- Management quota admission policy is formulated by the management committee
- Admissions to the community and management quota are carried out, without any discrimination and segregation, in the college itself by the admission committee and it is ensured that only the meritorious applicants are absorbed for various programmes offered by the College.
- The profiles of the students are collected by the concerned departments and ensure that the seats reserved for socially and economically backward

classes are allotted to them. It also helps the College to identify students in need of support.

2.1.5. Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

Kuriakose Gregorios College strictly follows the admission and reservation policies of the Government of Kerala and the Mahatma Gandhi University to which it is affiliated. This college is situated in a rural hilly area of Kerala state and provides ample space for the higher education of socially backward communities. A major objective of the college is the overall development of young men and women belonging to rural areas and backward communities. The admission policy of the institution and its student profile substantiates the institution's commitment to marginalize and minority sections.

SC/ST and OBC

15 per cent seats are reserved for SC candidates and another 5 per cent to ST candidates. Vacancies arising under this category are reported in time to the university for inclusion in SC/ST category

In order to improve the access to students from SC/ST, OBC, Minorities etc. the institution is consciously framing strategies. Students from such backward communities are cared specially to ensure the successful completion of course and to avoid drop outs from such categories. The teachers and management of the institution are providing mental and financial support to them from the time of their first visit to final completion of the programme. Such students are given special academic care through *remedial coaching and scholar support programme* so that they feel comfortable to complete the course successfully. This kind of positive attitude and special care given to students from backward classes brings more such students to the campus.

SC/ST Cell functioning in the college specially monitors all issues related to students from marginalized communities and they make sure that *scholarships and other financial support* offered by government are distributed to them in time and they are facing no difficulty in continuing their studies in our campus. These initiatives definitely attract students from such communities to the college.

The college is an approved minority institution. Christians and Muslims are the minorities studying in this college. The high proportion of minorities in this campus reveals the peaceful atmosphere in and excellent student teacher relationships. A close look at the social community wise student profile reveals the high level of student diversity in the campus.

Enrollment of students from different Social Groups at the UG level

Category	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
SC	10	12	20	12	15	22
ST	Nil	1	1	1	1	3
OBC	25	41	32	37	37	33
OEC	11	6	6	9	19	14

GENERAL	117	115	107	103	92	108
TOTAL	163	175	166	162	164	180

Enrollment of students from different Social Groups at the PG level

Category	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
SC	4	1	2	3	5	4
ST	-	1	1	1	1	2
OBC	10	9	6	10	9	5
OEC	1	-	-	2	4	-
GENERAL	22	19	26	27	26	16
TOTAL	37	30	35	43	45	27

Women:

Though, there is no reservation for women candidates, more than 60 % of the students are female. Our college being a co-education institution, the considerable number of female candidates is a hallmark of the college and is an indicator of its keen interest in the empowerment of women.

- The college has a women cell for the empowerment of female students. Counseling cell and Grievance Redressal cell are also functioning. Vocational training for women students is arranged by Women Cell. The Cell every year arranges driving classes for girl students and teachers of the college. Classes for vegetable printing, mehendi designing ,ornaments making,etc were also arranged.
- Various scholarships such as Post Graduate Indira Gandhi scholarship for girl students, Moulana Azad scholarship, CH Muhammad Koya scholarship for girl students are also provided.
- Good hostel facilities, modern lavatories and retiring rooms are also provided for the lady students.
- In order to equip the female students to earn while they learn , a UGC sponsored add-on- course on beauty therapy is organized exclusively for female students.

Male Female Ratio at the UG Level

YEAR	MALE	FEMALE	TOTAL	RATIO
2010-11	268	243	511	1.10:1
2011-12	273	255	528	1.07:1
2012-13	220	274	494	0.80:1
2013-14	216	286	502	0.76:1
2014-15	193	290	483	0.67:1
2015-16	208	313	521	0.66:1

Male Female Ratio at the PG Level

YEAR	MALE	FEMALE	TOTAL	RATIO
2010-11	28	32	60	0.87:1
2011-12	23	42	65	0.55:1
2012-13	19	35	54	0.54:1
2013-14	15	64	79	0.23:1
2014-15	11	66	77	0.17:1
2015-16	16	75	91	0.21:1

Differently abled:

- Ramp facility is provided for easy movement of these students.
- Admission of the differently abled candidates is also carried out as per the rules of the University. 3% of total seats for PG and one seat from each degree course are reserved for physically challenged:
- Special consideration is given to these students. The institution also provides special care and facilities for their convenience which includes the provision of scribes, arrangement of special examination rooms on the ground floor, extension of exam time etc.

Economically weaker sections:

- Students belonging to the economically less privileged sections are given concessions on the basis of the Kumara Pillai Commission Report (KPCR).
- They are also helped to procure various stipends and scholarships as per Government rules.
- Scholarships sponsored by the alumni and the retired staff are available to students from poor families.
- Adoption of poor students by the alumni is an opportunity for some students to pursue their courses.
- In addition to this the institution has a student aid fund to support these sections.
- Most of the departments generate their own funds to help the needy students. Through such funds they are given assistance in fee payment, construction of houses, study tour, purchase of books and study materials, medical expenses, mother/father's treatment, higher education, marriage etc.

Minority community:

- The minority status helps it to incorporate every weak section of the local community to bring them together and provide them munificent impetus to contribute immensely for their overall development.
- 10% of the seats is reserved for Christian-Orthodox students. In addition, other students belonging to minority community are admitted through merit seats and management quota.
- The students belonging to the minority section are also eligible to avail the scholarships provided by the college and the government.
- **Sports Men/Women:** At the time of admission due importance is given to the students with excellent sports record. Two seats per programme are reserved for these sports personnel. Scholarships and incentives/endowments are provided by M.G University to those who represent the University at various inter university sports and games events.
- **Artists:** One seat per programme is reserved for artists through cultural quota. In fact every year we are getting a good number of artistically talented students who brings glory the college in University level competitions.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the

trends i.e. reasons for increase/ decrease and actions initiated for improvement.

Number of students admitted in various courses

Sl. No	Programme	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
1	B.Com	37	45	32	30	40	40
2	B.A Economics	32	31	37	38	39	40
3	B.Sc Physics	18	13	12	19	19	20
4	B.Sc chemistry	14	15	13	15	15	20
5	B.Sc Zoology	13	16	17	20	17	22
6	B.B.A	46	51	52	43	35	43
7	B.A English	-	-	-	-	-	19
8	M.Com	15	15	15	15	14	15
9	M.Sc Physics	20	13	20	17	19	20
10	M.Sc Zoology	-	-	-	12	11	12
11	Ph.D Commerce	4	5	2	8	16	4

- There is no clear trend in the demand for different courses. Almost all courses are run with maximum number of students in almost every year. There is heavy demand for all programmes offered by the College. But after the admission some students leave the college as they get admission for professional programmes elsewhere. The College is continuously evaluating the occupancy of seats available.
- The PhD programme offered by the Department of Commerce has 36 research scholars under six supervising teachers. This department has the maximum number of research scholars under MG University. The programme-wise demand ratio of UG and PG levels are given in the following tables.

Programme wise demand ratio in UG level

Programme	2012-13			2013-14			2014-15			2015-16		
	A.R	S.R	D.R	A.R	S.R	D.R	A.R	S.R	D.R	A.R	S.R	D.R
B.Com	1050	20	52.50	348	22	15.82	1396	25	55.84	2078	20	103.9
B.A Economics	361	27	13.37	275	27	10.19	568	26	21.85	897	20	44.85
B.Sc Physics	154	8	19.25	149	12	12.42	468	12	39.00	751	12	62.58
B.Sc chemistry	233	7	33.29	132	9	14.42	454	9	50.44	682	9	75.77
B.Sc Zoology	107	17	6.29	126	20	6.3	304	16	19	468	19	24.63
B.B.A	279	22	12.68	52	17	3.06	189	19	9.95	266	22	12.09
B.A English	-	-	-	-	-	-	-	-	-	-	19	-

Programme wise demand ratio in PG level

Programme	2012-13			2013-14			2014-15			2015-16		
	A.R	S.R	D.R	A.R	S.R	D.R	A.R	S.R	D.R	A.R	S.R	D.R
M.Com	523	9	58.11	642	10	64.20	691	10	69.10	350	10	35.0
M.Sc Physics	151	7	21.57	188	10	18.8	200	7	28.57	110	10	11.0
M.Sc Zoology	-	-	-	642	12	53.5	489	11	44.45	242	11	22

Note: 1. A.R denotes Application received, 2) S.R denotes students recruited, 3) D.R. denotes demand ratio.

2 Data in the above tables are consolidated from the information obtained from CAP Unit of the M.G.University.

2.2 Catering to Student Diversity

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

- The institution admit differently-abled category as per the rules and guidelines issued by the university and Government from time to time. In addition some differently abled students are admitted through merit and management quota.
- For the smooth movement of such students, ramp way is constructed in the college.
- Special rooms are allotted to differently abled students to ensure that their movement is minimum and feel comfortable in the examination rooms.
- Services of scribes, extended time facility are also allowed with the permission of the University during the end semester examinations.
- The College has a full time counselor, whose services can be availed by the differently abled students.
- The college community in general and the teachers in particular give maximum care and support to such students.
- The principal and other officials in the college are always very eager to ensure that all government level policies are adhered in all matters related to differently abled students.

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

Yes, the institution assesses students needs in terms of knowledge and skills at the entry level of different programmes. This is done through mentoring. The assessment is done through:

- Departmental interview conducted at the time of admission.
- At the beginning of every academic year, the college arranges an orientation programme for the first year students where professional trainers interact with the students and give a feed back about the students.
- The class teacher who is the mentor of the beginners will collect informations regarding their needs in terms of knowledge and skill through mentoring.
- The first assessment of the student's potential is done by means of student-teacher interactions and by the collection of the individual student's profile during the commencement of the programme. Here the class teacher acts as the mentor and collects details about the students.

2.2.3. What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students [Bridge/Remedial /Add-on/Enrichment courses etc.] to enable them to cope with the programme of their choice?

To bridge the knowledge gap of newly joined students, various programmes are arranged by the college.

- **Remedial coaching** arranged for slow learners by all departments in addition to the regular hours, helps to improve their performance and let them be on a par with better performers.
- **Scholar Support Programme** has been functioning in the college since 2013. The programme is meant for supporting academically weaker students.

- **Walk with the Scholar (WWS)** programme provides the students to be in the group of a scholarly teacher, who guides his/her, team of students. Formal and informal meeting with the scholar definitely motivate the students to dream higher ends.
- **Collaborative learning** practiced by some innovative teachers help to learn advanced and latest developments in subjects.
- **Peer learning** is a very effective mechanism to fill the knowledge gap in students. Some brilliant students are motivated to teach a group of students who are lagging. Support by students creates confidence in lagging students and the supporting students will become more socially committed and confident.
- As a part of enrichment programme **experts are invited to talk** to students about emerging issues. Students will get opportunity to interact with such experts and it is contributing to bridge the gap in knowledge.

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

The governing council of the college is very keen in issues like gender, inclusive development, climatic changes, afforestation, and other environmental issues. The council advises the principal and the staff council to sensitize such issues and come up with good programmes. In this line the staff and students as part of different departments and organisations, come up with programmes to sensitise major issues in these areas.

- The Nature Club of the College conducts **Nature Camps** every year at various wild life sanctuaries and research institutions. This gives an opportunity hear about environmental issues from experts and is able feel the need to conserve the nature. It organises inter departmental competitions to observe various important days and events.
- Maintenance of **butterfly garden** by the department of Zoology and the NSS Unit of the college create awareness among students and teachers about the positive role that can be played by human beings in creating a better world.
- Department of Economics and the NSS Unit of the college are maintaining a vegetable garden without using artificial fertilizers and pesticides. This practice resulted in sensitization of eco friendly cultivation among staff and students.
- The department of Commerce in collaboration with the SBI has organised a seminar on **Jandhan Yojana**. Experts from banking sector spoke to the students about **Financial Inclusion and Inclusive Development**. The association took initiatives to open bank accounts for those who have no accounts.
- The Commerce Association, in collaboration with the local merchants association has organised an awareness programme about **Goods and Services Tax**. This created a positive impact among the students and local business men regarding the upcoming reforms.
- The **Women's Cell** takes initiative in the conduct of seminars on gender issues and concentrates on motivating and empowering girl students. It organize various training programmes like counseling, health awareness class, etc for the girl students. The cell organized a health talk by Dr. Anu Joseph

- Two-wheeler, Four wheeler driving classes are conducted for girl students since 2010.
- Various **Associations, Cells, Clubs and the College Student's Union** are functioning in the college to sensitize issues like gender, environment etc. They arrange programmes every year on contemporary issues.
- The **Departmental Associations** and NSS arrange seminars regarding the issues of Environment and make the college community aware of the importance of protecting the environment.
- Department of Zoology is maintaining a *vermin compost* unit in the college. The department produces Organic manures from waste in and around the college and is available to the members of college community and nearby.

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

Identification of special educational needs as well as advanced learners is a department level activity. In all departments, class teachers are the mentors of the respective class and these teachers sit with each student and talk with them to establish a healthy relationship and to identify their unique specialties. In this process, the mentor will be able to identify students with *some learning disabilities* and the students with the *intention of advanced learning*. Both these categories need support from the teachers and hence the fact identified by the mentor is discussed in the department level meeting. Students with learning disabilities are given individual care and motivation by all teachers teaching in that class.

Advanced learners need motivation and scholarly guidance from teachers. Some teachers accept such students as their partners for *collaborative learning and research*. They are exposed to some advanced areas of learning by providing good quality research articles and reference materials. They are then asked to make presentation about the topic in the classroom. This process creates a new teaching learning environment to the teacher and the student.

Another strategy adopted to satisfy the advanced learners is to introduce high quality reference materials available in the general library and motivate them to go through it. Teachers are supporting such students by clarifying their doubts and suggesting going for professional programmes related to their area of interest. Walk with the Scholar (WWS) programme of the government of Kerala, very successfully organised in the college is a real support to advanced learners.

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

The college has a very good mechanism to collect, analyse and use data regarding students of vulnerable categories. Some students belonging to marginalized communities are not able to perform well in academic activities due to some problems which are beyond their control. Such students may leave the studies in mid way. KG College believes that if such drop outs occur it will be a great fault and hence such incidents must be reduced to the extent possible. Academic data regarding attendance in class, internal examinations, submission of assignment, internal marks awarded for different subjects are readily available with the class teacher. The mentor class teacher will identify weak performers, study their socio-economic back-grounds and report it to the head of the department.

The mentor and the HOD will meet such students and will identify their problems. Such students are motivated to attend remedial coaching classes. If needed, special financial support is also provided. Due to this genuine effort from the part of the departments, the drop out ratio of students from marginalized communities is insignificant.

2.3 Teaching-Learning Process

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

- The college prepares and follows an academic calendar after consulting with the calendar of the parent University.
- At the beginning of the academic year, the IQAC of the college prepare the academic calendar and submit it to the principal for discussing the calendar in the staff council.
- The staff council after examining the viability of the calendar will accept the calendar with or without some changes. The principal of the college gives direction to the heads of the departments to hold department level meetings to incorporate curricular and co curricular activities of the department in the calendar so that every department will have their own academic calendar.
- The faculty members submit teaching plan to the heads of the department and the teaching learning process moves in accordance with the plan. The HOD makes sure that portions are completed according to the teaching plan.
- Continuous evaluation of students is made possible through two in semester examinations, submission of assignments and the conduct of seminars.
- At the end of each semester, the department level meeting is organised to evaluate the teaching learning process of the department.
- Teachers are asked to report the difficulties faced in the teaching learning process and to suggest remedial measures to overcome such problems.
- At the beginning of every year academic calendar is provided to the institution from the university. It contains number of working days, holidays, schedule of examination etc. A hand book is prepared under the guidance of Principal and is distributed to the students & staff at the beginning of the academic year.

2.3.2. How does IQAC contribute to improve the Teaching-learning process?

Internal Quality Assurance Cell is playing a pivotal role in the quality sustenance initiatives of all academic programmes in the campus. Teaching learning is not an exception to this. IQAC is collecting students feed back about the quality of teaching learning. It also analyse the results of students in different batches. The issues related to the teaching learning are discussed in the meeting of IQAC and the opinion of the members is reported to the staff council for further discussion. IQAC is coordinating the preparation and implementation of teaching plan. At the beginning of the academic year, the IQAC prepares an academic calendar, which is the basis for all academic programmes in the campus. It also motivates all teachers to go for ICT enabled teaching learning and timely completion of the syllabus.

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

Teachers act as facilitators to students in their learning process. We are following student centric learning process where students are the focal point and all plans of the teachers are based on the taste, preference and requirements of the students.

For ensuring the total student development, we are trying our best to develop *interactive learning*, collaborative learning and independent learning strategies. Instead of monolog, teachers raise some issues related to the topic under the study and students are motivated to raise queries, and complement their views or even disagree with the views of the teachers. This teaching methodology helps to improve the interactive skills and level of confidence of the students.

Collaborative learning is practiced by many teachers and it is found to be a highly successful teaching and learning method as it invokes a spirit of team work and enthusiasm to high end learning. Brilliant students join with teachers and identify emerging areas in the subject for collaborative learning. The teacher identifies high end materials on the topic and students are asked to learn more about it. Teacher will assist the students in clarifying doubts and the students make presentation about the topic in the class. This creates confidence in mind of the students and teacher student relation improves.

Another learning method adopted by us is the *peer learning system*. This system is found to be excellent in many ways. First, when students teach students, it will be easy for them to understand. Secondly it creates a sense of helping mentality in the minds of students. Thirdly, it creates confidence in the minds of students.

Independent learning method is also promoted in case of highly advanced learners who prepares for Civil Services, National Eligibility Test and professional programmes like Chartered Accountancy. Such students are

advised to prepare themselves with the help of high end reference materials available in the library. Teachers suggest reference materials for such students.

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

A higher educational institution should transform the students to life-long learners and innovators. This happens only when the institution promotes critical thinking and creativity. Critical thinking and creativity stimulates scientific temper in the minds of students. Our institution believes in this philosophy and hence many of our programmes are designed with objective of promoting critical thinking and creativity.

- Students of Commerce, Zoology and Business Studies organise inter collegiate competitions. Since cent percent of the programmes are designed and organised by students, they will get ample opportunity for critical thinking and creativity.
- Research Department of Commerce organise national research paper presentation competition.
- Debates, group discussions, quiz, performance arts, talks by eminent personalities etc. are organised to develop critical thinking and leadership qualities in students.
- College magazine, department magazines, notice boards, short films, poster presentation, exhibitions etc. are sources which help nurture the creative spirit in students.
- UG and PG students have to undertake projects, seminars, assignments etc. during the course of their program which helps them to become life-long learners and innovators of new ideas.
- The students also given opportunity to participate in various competitions held in other colleges and universities.
- Industrial visits, field trips and nature education camps help the students to learn from his surroundings.
- The college celebrates arts day, college day, sports day and women's day etc. to chisel out the multifarious talents and abilities of the students.
- Butterfly garden, aqua lab, organic farming set up by various departments' further help to arouse a scientific interest and temperament in students.
- Library resources and reference wing also helps the students and expose them to higher research fields.

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

24X7 inter-net facility is available in all the departments. The library is fully automated and INFLIBNET facility is available. All the teachers are given access to INFLIBNET and hence a large volume of e resources are available to the teachers.

In addition, a good collection of e learning content is kept in the repository of the library. Almost all the teachers are members of MG University library, where there is free access to thousands of e journals in each discipline.

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

Students and faculty of our college are to attend a series of guest lectures by experts in different fields, seminars and workshops. Teachers and students are exposed to advanced level of knowledge through the following programmes:

- Expert lectures on different disciplines, state and national level seminars, workshops, orientation programs, lecture series, library research journals, etc. are arranged for faculty and students to keep themselves updated on advanced level of knowledge and skills.
- Invited talks by eminent personalities or expert scholars give more guidance and focus for faculty and students in various disciplines. Also programmes conducted by various clubs on topics like general awareness, health, traffic rules, environmental studies, etc. improves the knowledge level and skills.
- The faculty members are encouraged to participate in seminars and workshops in their respective field of study and other areas. In addition to this they are motivated to present and publish research papers in national and international seminars / journals.
- Faculty members are also guided to undertake minor / major projects and research and encouraged to pursue higher studies, orientation courses, refresher courses, etc.
- Students gets chance to update their knowledge and skills through participation in inter-university, inter collegiate and intra-collegiate competitions, seminars, workshops, etc.
- The college and department libraries with its vast resources of books/magazines/journals and INFLIBNET and internet facilities in department level also facilitates both students and faculty to update information and to keep abreast of the latest knowledge.
- Add-on courses in different fields, Human resources development initiatives through Career Guidance and Placement Cell, Media Documentation center with media production team, Training in soft skills by Women's Cell etc. contribute to modern areas of advanced level of knowledge and skills for students.

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

- The college is the students' home away from his home and the student is the most precious possession on the campus. In order to give him more personal care and attention, an effective tutorial system has been working in the college. For the conduct of the system, the students are put into different groups, each group in charge of a teacher who personally looks after the students of the group.

- Along with effective tutorial system, mentoring programmes also conducted which leading to better discipline on campus and respectful relation between teachers and students.
- First semester students at the beginning of their course are given an orientation programme which helps to introduce to them the new academic atmosphere.
- Guidance and counseling sessions helps the student to realize their strengths and weaknesses. The faculties of respective department take care and counsel the students on their academic and personal problems and encourage them to improve their confidence and skills. If a problem cannot be handled by the department then the students are further guided by the external counselor arranged by the Students' Counseling Cell of the college.
- Students' counseling cell of the college functions under the charge of two trained faculty members provides academic, social and psychological support to students.
- Career guidance and placement cell works effectively to cater to the needs of the students, professional training programmes like bank coaching etc., career guidance seminars and talk by experts are provided to motivate and guide the students to their interested areas. The Placement Cell arranges interviews and tests for placement in reputed employment institutions according to the aptitude and interest of the students.
- The Women's Cell also gives strong support to students through counseling and tutorials which helping them to identify their talents and potentials. The cell works with the aim of intellectual and social upliftment of the girl students.
- Special lectures, seminars and retreat sessions are organized at the college level every year for the staff and students.
- Organizations like NCC, NSS and MGOCSM enables the students' to evolve into socially responsible and committed individuals through its various programmes.

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

In addition to conventional lecture method, the teachers of the college are experimenting new and innovative teaching approaches to make teaching and learning more effective. Following are some of the new approaches:

- ***E-resources*** regarding market analysis, economy analysis, budget evaluation, interviews with great personalities, break through scientific innovations etc. are introduced to the students with the help of multi-media facility available in the campus.
- ***Collaborative learning programme***, where a teacher collaborate with one or more students in learning something new. After establishing a team, the teacher invites the attention of the team members to a new field of study which is not so popular. The students are motivated to learn something new about it and present their findings in the group. After discussing the findings of all team members, the teacher advice the team members to present it before a big group of students. This process is found to be highly

successful and effective in creating thirst for new knowledge among brilliant students.

- **Learning by practice** is another innovative programme found to be highly interesting and effective. For example a department organizes an **investment game** and interested students can participate in this game. An online trading facility is made available and the participants are to do all activities that a real investor does. This helps the students to understand how to pick a good stock and how to deal with the real data. Students of Commerce, Economics and Business studies experience a lot about the realities of investment which, the class room lecture cannot give. Similarly budget analysis budgeting, fund raising and fund management by students for activities organised by the departments etc. under the guidance of the teachers give real life experience in these fields.
- **Peer Learning** is another method adopted to improve the performance of weak students.
- **Listening to Experts Programme** is the one where experts in the emerging fields are invited to the campus and interact with the students and faculty members.
- **Field trips, study** tours and industrial visits are organised under the supervision of concerned faculty to make learning process more encourages and effective.
- The students are encouraged to **participate in different competitions held** within and outside the college to enrich their capabilities, under the guidance of faculty and the college management.

The management of the college, including the principal always encourages staff and students to identify and experiment some new learning methods. The authorities were kind enough to build four spacious seminar halls with 24x7 Wi-Fi connectivity and other multi-media facilities to facilitate smart teaching and learning. The management also motivates the staff to undertake major and minor research works, organise seminars and workshops and utilise the faculty development programme of the UGC. Teachers are motivated to attend orientation and refresher courses so as to update themselves.

Impact of innovative practices on student learning:

There is gradual improvement in performance level of both the learners and faculty for the past four years. With an improvement in the curricular activities of the students, they became more interested and involved in learning process. Adoption of innovative techniques has become more meaningful as is evident from exceptional academic and non-academic performance of the students in the curricular, co-curricular and extra-curricular activities. The use of ICT enabled techniques has helped students to keep pace with the modern technology. It also creates an enthusiasm in students to learn complicated topics. Some of our students have won prizes in major competitions organised by other educational institutions. Students from all discipline show progression in their education as they are able to get admission in highly competitive institutions and are able to manage the programme with ease as they are exposed to advanced mode of education in

this institution. A clear indicator of innovative teaching learning practice is the increased placement obtained by our students during the last few years.

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

The library follows the open access system. The library has been automated using Info weavers technologies. It is kept open from 9 am to 4.45 pm on all days except Sunday and public holidays.

There is separate space for faculty members and students in the library. Students are provided with the facility to get Xerox copy of learning materials for their use. INFLIB NET facility with free access to 2100 online journals and 51000 e- books is available.

The library is divided into general reference and departmental stalk. General reference materials like news papers, magazines, books for competitive examinations are available in the general section. Departmental stalks contain books related to discipline.

In addition to this general library, all departments have their own library that can be used by both faculty members and students. Library resources play a key role in augmenting teaching learning process. Since we are operating in a semester system, advanced reference by the students is a pre requisite to ensure effective learning. Our library provides modern reference materials for all disciplines of study where we offer programmes.

Students are required to submit assignments and make seminar presentations as a part of the continuous evaluation system. For this they need advanced reference material in hard and soft form. The students and staff are regularly utilizing the library facilities to augment the teaching learning process.

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

Yes. The college faces some challenges in completing the curriculum in time. This is primarily because of losing class hours due to unexpected programmes suggested by the university or the government or the students union or due to hartal declared by political parties. But these challenges are countered by arranging special classes before and after regular working hours or during holidays.

2.3.11 How does the institution monitor and evaluate the quality of Teaching – Learning?

- The quality of teaching-learning is assessed through regular test papers, seminar presentations and assignments and the progress of the same is reported to the parents.

- The academic progress of the students is monitored by the teacher in-charge of different classes, department council and staff council.
- The performance of the students is closely observed and effective remedial measures are taken if necessary.
- Teaching plans are prepared at the college and department level and is used to evaluate the progress of teaching-learning. The institution also keeps track of the classes of new faculty members and suggestions are given as when necessary.
- Feedbacks are collected by the teachers to improve themselves and to make necessary corrections and eliminating shortcomings.
- The Principal's evaluation of teachers also is a pragmatic method to make the teaching-learning process more effective.

2.4 Teacher Quality

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

Highest Qualification	Professor		Associate professor		Assistant Professor		Total
	Male	Female	Male	female	Male	Female	
Permanent Teachers							
Ph.D			1	3	2	3	9
M.Phil.			1	1	-	1	3
P.G.					5	10	15
Temporary Teachers							
Ph.D					1		1
M.Phil.						3	3
P.G.					2	14	16
Part-Time Teachers							
Ph.D			1	1			2
M.Phil.							
P.G.							

The recruitment of teachers is carried out by the management according to UGC norms of qualifications, rules and regulations laid by the Mahatma Gandhi University and Govt. of Kerala.

Recruitment:-

- Vacancies are identified and advertised in the national dailies as well as University news letter.
- From the list of applicants, eligible candidates are called for the interview.
- The interview board comprises of Manager, Govt. Nominee, Subject expert, Management representative and Principal.
- Selection of candidate is done on the basis of their performance in the interview, academic merits, qualifying degrees and giving weightage to higher qualifications, research publication and previous experience.

- Rank list is prepared after interview and selected candidates are informed and appointment is done accordingly.
- The guest faculty is also appointed after interview by the Principal and Head of concerned department.

Retention:-

- Attending orientation programmes, refresher courses, seminars workshops and faculty development programmes enable the teachers to meet the changing requirement of curriculum.
- Faculty members are encouraged to enrich their research capability by availing Faculty Development Programme, Minor/major research projects in accordance with the prescribed norms of UGC.
- The management also organizes workshops and seminars which would help to update and refresh the faculty members in academic matters. Academic conference for teachers is arranged every year by the management. A two day orientation was arranged for newly appointed teachers in May 2015.
- The staff club is functioning as a source of support and inspiration to both teaching and nonteaching staff. Gifts are presented to the members on important occasions in their lives and assistance is rendered in needy situations.

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

- Due care is given in recruiting new staff. Candidates having expertise in emerging areas of study are given special preference at the time of new recruitment.
- Teachers are provided opportunities to attend workshops, seminars and conferences especially on emerging areas.
- When new programmes are introduced, the faculties are encouraged to attend workshops, and trainings sessions which would help them to handle new areas in their courses.
- Management organizes training sessions for newly appointed teachers.
- Teachers are encouraged to pursue their studies by joining for various courses/higher degrees so that they get exposed to the modern areas and latest trends in their subjects.
- The senior faculty members share their expertise and experience with juniors orienting them towards the goals and objectives.
- The institution avail the service of retired faculty members by inviting them to deliver talks/classes on selected areas.

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

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	5
HRD programmes	40 per year

Orientation programmes	11
Staff training conducted by the university	2
Staff training conducted by other institutions	3
Summer / winter schools, workshops, etc.	15

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning:

- Managing Board of the College organize annual training programme for teachers, where experts from the pedagogical science introduce new methods of teaching. In addition, the college has organized workshops and seminars on teaching methods and techniques which enable the teachers, especially the young ones to equip with new tools and techniques.
- Whenever the parent University make some changes in the curriculum, workshops are organized at the university level. Department level discussions are organized in the college to have more clarity about the changes in the curriculum.
- IQAC of the college organize discussions on major changes introduced in the curriculum of the UG and PG level programme.
- IT enabled resource management and knowledge management are utmost important in modern days. All the teachers are aware of the new tools and techniques in this line. Young teachers having expertise in this field share their knowledge with others.
- There are a large variety of materials available in the web regarding any topic dealt in by the faculties. Selection of the right material for enrichment is made possible by pooling the expertise of faculty members having higher level experience and talent.
- The College has organized many workshops in emerging areas of the disciplines to enable the faculty acquaint with new developments and to familiarize with the material development.
- All faculty members are given special in house training on the sources and use of multi media techniques.
- All departments are equipped with sophisticated computer systems and re connected with LAN and has internet connections.
- The college organizes training sessions to familiarize the faculty to use various technologies for improved/advanced teaching-learning such as INFLIBNET, interactive board/smart board and LCD projector display.
- Classes by eminent personalities in different subjects enable the teachers to get acquainted with new trends in different subjects.
- Faculty members are encouraged to attend seminars, workshops and other training sessions.
- The feedback from students about the teachers is collected at regular intervals.
- The learning methods are appropriately selected by the faculty ensuring the accomplishment of the desired goals and objectives.

c) Percentage of faculty

Item/ Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Invited as resource persons in Workshop/seminars/conferences organized by external professional agencies	-	-	-	-	-
Participated in external workshops/seminars/conferences organized by national/international professional bodies	35	20	10	57.5	42.5
Presented papers in Workshops/ seminars/conferences conducted or organized by professional agencies.	12.5	10	-	5	15

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

- Faculty members are allowed to pursue their higher studies and research and those who are doing M.Phil/Ph.D can avail leave under FDP scheme of UGC.
- Teachers are motivated to take up research projects of different funding agencies.
- The teaching departments are motivated to organise workshops and necessary facilities are provided to the organizers.
- The teachers are given the opportunity to attend seminars, conferences and training programmes.
- Management arranges conferences and training sessions for teaching faculty.
- The teachers who have taken PhD and who have done any meritorious achievements are being honoured by the management as well by college.

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

Former Principal Dr. M. E Kuriakose has won the Best Principal Award in 2011 instituted by Prof. Tharsis Joseph Foundation.

The criteria considered by the selection committee were total academic achievements of the college, campus discipline, contributions of the NSS on nation building; contributions to research, excellent student teacher relationship, functioning of PTA etc. reflected the culture of the campus.

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

- The institution has effective mechanism of evaluating the faculty by

students.

Feedbacks are collected from the students at the end of every year. Teachers are informed accordingly. This enables the teachers to understand about the effectiveness of teaching and improve the teaching methods. Feed back about the college from parents are also collected. In addition many our teachers are collecting feed-back from students directly.

- Management visit is arranged every year to analyze the developments of college and departments.
- The feed back from the stake holders is analysed carefully to understand the deficiencies. The Principal of the College personally meet each and every faculty member to communicate the difficulties faced by the students and their suggestions regarding changes. The individual teacher can make changes in the techniques adopted by them.

2.5 Evaluation Process and Reforms

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

In order to make sure that the stake holders are completely aware of the criteria of evaluation, the institution takes the following steps.

- At the beginning of the academic year itself, both the students and their parents are briefed about the curriculum, marks/grade for each course and criteria of evaluation for both internal and external examination.
- A handbook is also given to both the students and faculty members of each course which provides detailed information about the evaluation process. Students are given model question papers and schedule of class tests, assignments, seminars and practical given in advance.
- Moreover, each teacher provides detailed information to the students of his/her class regarding the various parameters set forth with respect to both the internal and external evaluation mechanism. Timely notifications are also given. Whenever there is a change in the evaluation system, faculty members are deputed to attend workshops conducted by the university and it is made sure that all faculty members, students and their parents are duly informed about the changes and doubts cleared.
- In addition, the college has formulated a team comprising of senior faculty members to monitor and supervise the over-all evaluation process and to attend the orientation programme conducted by the university. Also, staff meetings are convened to discuss and implement any changes brought forth by the university in the evaluation process
- In order to ensure both academic and overall quality enhancement of the students; appropriate decisions are taken at department level as well as in the PTA meetings convened. Parents are informed about the performance of the students in detail and examination progress card given to them for signature.

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

Being an affiliated college of MG University, we follow the evaluation process prescribed by the University in the year 2013. The continuous evaluation process comprises of mainly two components-internal and external evaluations. No individual college is allowed to make changes in the evaluation system. The external evaluation consists of end semester written examinations, practical examinations, viva voce, and projects. The individual institution must follow the instructions of the University in conducting the examinations. The components of internal evaluation consist of attendance, seminar, assignment or viva voce and two internal examinations. In case of subjects with practicals, lab involvement and for each course in all the semesters and students are to submit one assignment or make one seminar presentation. Even though there is little scope for flexibility in evaluation process and curriculum, internal evaluation process gives some sort of flexibility for the curriculum. The university is not prescribing the type of assignments that can be given to students and the type of seminar to be organised. Hence our institution takes this as an opportunity to bring some innovations in evaluation. The department level meeting organised at the beginning of the academic year, decides the evaluation mode in case of each course like, assignment, seminar or viva. The selection is based on the nature of the course and the number of students attending the course.

Assignments and seminars on the practical areas of the course, contemporary issues related to the course, new developments related to the course etc. are selected and students are required to submit the assignment/present the seminar on a specific time. If the presentation by a particular student is not up to the mark, he/she is asked to make another presentation. Discussion of current issues related to the course really enriches the curriculum and it stimulates interest in the students.

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

The college follows the evaluation pattern introduced by the university. Besides it prepares semester plans for internal examinations and their evaluation.

- A college level exam committee handles the effective implementation of the evaluation. Internal examinations are announced early and the examination committee directs the teachers to set questions in the prescribed pattern within a stipulated time. The evaluation is done according to the guidelines given by the University. Evaluated answer scripts are returned to the students by the teacher concerned, pointing out the merits and faults of the student. Grades awarded and percentage of attendance of the students is communicated to the parents through parent teacher meetings.
- There is a cell to manage and monitor the continuous evaluation of the students. This cell is headed by a senior teacher. The cell consists of members from all the departments and ensures that continuous evaluation is taking place as per the regulations of the university.
- Consolidated internal evaluation grade sheets in the prescribed format are

uploaded to the university website and a hard copy of the same, bearing the signature of the head of department concerned and principal, is forwarded to the university towards the end of the semester after redressing the grievances of the students, if any.

- All the teachers of the college take part in the evaluation process at the end of semester examination conducted by the university.

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

The **formative evaluation** process is done through internal assessment at college level and that of summative through external assessment at university level.

- The internal evaluation process comprises of various components like assignments, attendance, seminar, internal examination, class tests etc.
- Two internal exams are conducted for both science and arts subjects and one practical examination for science courses.
- Individual performance is analysed and steps taken for improvement of weak areas. Progress card is generated and intimated to the parents.
- Students are given topics to present seminars/assignments and prepare reports based on them .
- Also the students are evaluated giving due weightage to assignment and attendance percentage

The **summative evaluation** process at the university level is as follows:

- The evaluation process for admissions prior to 2013 was through a direct grading system based on a 5 point scale with an assessment ratio 1:3. From 2013 admission onwards, indirect grading system is followed with internal and external assessment ratio of 1:4. The overall grade for a programme is based on cumulative grade point average (CGPA) with a 7 point scale from A+ to D
- For postgraduate courses the assessment ratio between internal and external examinations is 1:3 and evaluation done through direct grading system using a 5 point scale suiting the Credit Semester System (CSS).
- A positive impact is made possible by ensuring the punctuality of students. Better use of library resources and ICT is also ensured.
- Over the years it is observed that there is a qualitative improvement in the communication and presentation skills, increase in the confidence level to take up difficult tasks and to come up with solutions .
- The group activities (projects, field trips, internship) undertaken as a part of summative evaluation inculcate empathetic approach and team spirit among students.

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

Internal evaluation process is as per the regulations of the parent university. The MG University has come up with a very good student evaluation process which is highly transparent and accurate. Our College

always very strictly follows the regulations of the University in continuous evaluation system. The following procedure is being adopted to ensure rigor and transparency in internal evaluation of students:

- At the beginning of the programme, clear cut instructions regarding the number of internal examinations, assignment/ seminar/viva to be done, the ratio of weightages allocated for each component etc. are very clearly intimated to the students.
- The IQAC propose the dates for internal examinations, submission of assignment, seminar presentation.
- The staff council discusses the proposal of the IQAC and takes final decision regarding the implementation of continuous internal assessment.
- The departmental level meetings decide the date of submission of assignment/ presentation of seminar/viva etc and the date of submission of mark list of internal examination.
- Valued answer scripts are given to the students and any correction (if any) is made.
- At the end of the semester, a detailed statement regarding the component wise score for each course is prepared and submitted to the head of the department.
- Another form showing the course wise internal assessment score is prepared and the same is published in the notice board of the department.
- For ensuring the overall development of students due weightage is given for behavioral aspects, independent learning, communication skills etc.
- The punctuality of the students in attending classes, timely submission of assignments, proper usage of library facilities etc. is monitored.
- Time frames are given for the submission of assignments and presentation of seminars. Since the time frame is strictly followed, the students are compelled to complete their assigned task within the allotted time. This practice followed by the institution has made the attitude of the students towards learning.
- Novelty in the assignments and seminars made by the students is given due weightage in awarding marks for internal evaluation. This practice has resulted in independent learning and innovative thinking from the students.
- Depending on the type of course, students are asked to come up with solutions or present their views about problems/real life solutions/latest discoveries or developments etc. and present it before the class. Both individual and group tasks are given for the same.
- The attendance of the students is monitored to keep track of student progress and behaviour. Departmental level counseling is conducted for those students who have attendance shortage and show less progress in the overall assessment.
- Thus the overall development of students is monitored and developed. Besides the participation and winning of students in National/State/University level competitions are given due weightage.
- Grace grade points as stipulated by the university are given to NSS Volunteers, NCC Cadets and those students who excel in Arts and Sports fest at college and university levels.
- The class teacher maintains a record of the grades awarded to each student for further reference. PTA meeting are conducted and parents/guardians are informed about the progress of their ward. Thus timely advice and

guidance to students is ensured.

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

The graduate attributes specified are detailed as follows.

1. **Intellectual Attributes:** Development of vistas of knowledge in breadth and depth, problem solving capacity, reasoning ability, critical thinking, ability to focus and attention to detail.
2. **Personal Attributes:** Improving personality through development of creativity, communication skills, emotional quotient, discipline, self realization, self confidence, artistic talents, sports etc:-
3. **Social Attributes:** Arousing social conscience and awareness, exposure to realities of life, upholding of social, cultural and moral values, commitment to society etc.

For developing intellectual attributes, initiatives at classroom, departmental and college levels are taken. Teachers encourage students to come up with doubts and questions and to update themselves with latest developments in the particular knowledge area. This is also achieved by giving opportunities to students to make seminar presentations. Group discussion, Quiz competitions etc are carried out at classroom level. Students are divided into teams and given problems/real life situations and asked to come up with solutions and present them.

In addition to classroom /departmental level initiatives there are opportunities to develop these attributes through college level activities. The college provides various platforms for developing the personal and social attributes of students. It includes the follows.

1. **Thursday Forums:** Interfaces, interactions and discussions are held every week.
2. **Media Documentation Centre:** It works in liaison with media houses and other agencies who organize creative contests/competitions. This team works often, outside working hours and with high professionalism.
3. **Subject Associations:** Subject Associations are intended for the all round development of students. The Association conducts debates, discussions excursions, study tours and other cultural programmes apart from arranging seminars and workshops on academic matters.
4. **Tutorial System:** The tutorial system laid down in line with the norms of UGC helps to develop interpersonal relationship among teachers and students and also personality and leadership qualities.
5. **Literary, Oratory and Debating Club:** It provides opportunities for students to develop the art of writing, public speaking and debating.
6. **Sports and Arts Club:** The Sports and Arts Club activities help to inculcate healthy competitive spirit, team spirit and more involvement.
7. **Blood Donors Club:** The Club inculcates the spirit of love and compassion to fellow beings. The member students are urged to donate blood.
8. **Nature Club:** It helps to arouse social conscience wider awareness regarding the various aspects of nature, protection and conservation of nature and resources, etc.

9. **The Athletic and Health Club** : It functions in association with Department of Physical Education and conducts fitness programmes such as yoga etc.
10. **SISCAP**: It is a perennial voluntary initiatives to drive students naturally to premier institutions like the IIMs, IITs, IISc, IISER, IIIT, IIST, Central Universities as well as national and international institutions of great academic goodwill and reputation

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

There is a well organised grievance redressal mechanism at the college level. Student Grievance Redressal Committee and Women Student Grievance Cell are working at the college level. Grievances regarding continuous assessment are settled in the following manner:

- Concerned student should report the grievance to the teacher who handle the subject
- The teacher in charge, after studying the matter, should take a decision
- If the student is not satisfied with the decision of the teacher, he/she can report the grievance to the head of the department.
- The HOD, must appoint a commission to study the issue and suggest a solution
- If the student is not satisfied with the decision at the department level, he/she can raise the before the Grievance Redressal Cell of the College.
- Again, if the student is not satisfied with the decision at the College level, can file a complaint before the University level grievance redressal cell.
- In case of other grievances, there are college level and University Level Grievance Redressal Cells.

2.6 Student performance and Learning Outcomes

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

The vision of the college is to become a center of academic excellence by imparting quality education and our mission is to develop the physical, spiritual, intellectual, moral and aesthetic power of the students so that they may transform themselves into intellectually trained, morally upright, socially committed and spiritually inspired men and women. We are committed in changing lives by making dreams come true.

- The college strives to acquire specific learning outcomes clearly stated in the vision and mission of the institution.
- Academic and non academic accountability is a hallmark of the institution.
- Students and teachers are reminded of the learning outcomes through the college handbook as well as through the college website.
- Students and teachers are given orientation programmes and motivation classes.
- PTA meetings are another platform through which students as well as their parents, are made aware of the learning outcomes.
- The attainment of learning outcomes are systematically analysed through class tests, internal examinations, assignments, seminars etc.

- All the departments conduct staff meetings to discuss in detail the manner, scope, relevance and the strategies to be implemented to achieve desired results.
- An assessment of the learning outcomes is done by the Principal, the IQAC, the HOD and the class teacher.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements and explain the differences if any and patterns of achievement across the programmes/courses offered.

- The institution has a systematic mechanism to monitor and communicate the progress and performance of the students. The evaluation system consists of two parts namely, Continuous assessment and the end semester assessment. All the programmes offered by our college are organised in semester system. As part of the internal evaluation two in semester examinations are conducted. The answer scripts are valued and returned to the students. Similarly, marks for assignment/seminar attendance etc are published in the notice Board. The same will be recorded in the register.
- Those students identified as slow learners are given additional academic assistance.
- Remedial coaching is provided to the students who are in need of supplementary training to develop their curricular skills.
- Peer teaching is also encouraged.
- The PTA meetings held regularly by all the departments is an apt stage for interaction among the teachers, students and their parents to identify and recognize the learning disabilities and derive appropriate measures to eradicate the same.
- Percentages of attendance of students are calculated at the end of every month and are communicated to them.

Programme wise results

Programme	2015	2014	2013	2012
B.Com	93.75	95.56	100	94.59
BA Economics	82.35	96.77	93.75	85.29
B.Sc Physics	100	100	100	100
B.Sc Chemistry	100	87	79	53
B.Sc Zoology	82.35	87.5	76.92	71.43
BBA (S.F)	90.38	90.2	86.96	91.49
M.Com	86.67	73.33	92.31	94.59
M.Sc Physics(S.F)	37	44	30	65
M.Sc Zoology	63.64	NA	NA	NA

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

The College has taken special care in pooling , talented and dedicated faculty members, who with great vigour, shoulder the huge responsibility of nation building by training and guiding the youngsters to develop as accountable social citizens. The teaching, learning and assessment strategies are structured to facilitate the achievement of the intended learning outcomes.

- The strategies for teaching and learning are starting from the finalization of the department level time table and teaching plans submitted by the teachers. The continuous assessment is done according to the regulations of the MG University.
- Continuous assessment includes two internal examinations for each course. The internal examinations are scheduled well in advance and intimated to the students for serious preparation. The answer scripts are valued and returned to the students in accordance with the directions of the continuous evaluation cell.
- Assignments/seminars /viva voce are conducted as per the schedule fixed by the department. Advanced level topics of contemporary importance are always suggested for these examinations.
- Students are given the opportunity to listen and interact with people who have proved their capability in different walks of life. Civil service officers, magistrates, entrepreneurs, Chartered accountants, ministers, poets, etc. are invited to the campus with the intention of giving real life experience of successful people.
- Since the institution aims holistic development of young men and women, in addition to usual class room teaching and learning, students are exposed to different social activities to create a social attitude and nature awareness programmes, mentoring, counseling etc. to strengthen their emotional quotient.
- IT enabled teaching and the ICT facilities available in the campus are helping students to be up to date.

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

- The college has a placement cell headed by a senior teacher. The cell is regularly organising soft skill development programme.
- Career Orientation programmes are organised for all final year UG and PG students.
- Since the college is situated in a village and no other higher educational institution is located near to our institution, companies will not prefer our institution as a host institution for campus placement. But we are tied up with recruiters for pooled placement drives in other institutions. Our students are regularly recruited by organisations like South Indian Bank, Earnest & Young, KPMG etc.
- Students of the Department of Commerce are motivated to register for professional programmes like CA, CS etc. along with their degree programme. Moreover these students are attending advanced learners programme. Many of our commerce graduates have already qualified Chartered Accountancy Course and working in many corporate.
- Entrepreneurship Development Club of the college has organised many programmes for motivating the students to become entrepreneurs of the future.
- Department of Commerce and the Department of Economics have invited some successful entrepreneurs to the campus to interact with the students

about their real life. This programme paves seeds in the minds of students to become entrepreneurs.

- Research and Post Graduate Department of Commerce of our college is an approved research centre with maximum number of research scholars in the MG University. It acts as hub research in commerce. Currently research centre have six research guides and 36 research scholars. 9 scholars have been awarded the Ph. D degree and one scholar has submitted thesis. There are two other faculty members working in other research centers of the university. They have organised various workshops on Data Analysis using SPSS, national conferences on research methodology and multi Variate analysis etc. The UG and PG students get the opportunity to attend these programmes and hence they have excellent research aptitude. Research Paper presentation competitions are organised by the departments to enhance the research capability of the students. PG students of the Department of Commerce have participated in National Paper presentation competitions and bagged best paper award.

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

- Performance of the students is evaluated with the help of their ratings based on continuous internal assessment, end semester examinations and their involvement in community development and other extra-curricular activities. Performance indicators of students related to continuous evaluation and involvement are systematically recorded and maintained in the college. The data gathered by the college in respect of all students is available in their concerned departments and with the continuous evaluation cell. The teacher in charge, who is the mentor of the students in a batch, studies the performance of each student and weaknesses if any is reported to the head of the department and will be reported to the parents.
- Data regarding the performance of the students in end semester examinations is recorded in a register maintained in the office. The class teachers will collect information from the register and analyse the performance of students.
- While analyzing the data on student performance, weak students and students with learning disability are identified. Such students are provided with remedial coaching.

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

- The formative and summative evaluation in the form of continuous assessment and University examinations are the indicators for the institution to monitor and ensure the achievement of learning outcomes. It is a combined and a co-ordinate team effort comprising teachers, students and the head of the institution.
- The institution observes the progression of our students in academic activities. The information in this respect is collected during the department wise alumni meetings. A good number of students are opting higher education in reputed institutions or are opting professional

qualifications like CA, CS etc. This definitely indicates that our learning objectives are achieved.

- We observe the performance of our students in campus placement drives. This data very clearly indicate that the performance of our students is better than many big institutions in this university.
- We ***stand for changing the lives of youth***, especially those from rural and marginalized background. Through the holistic approach in our organisation, we ensure that there is definite change in their capabilities. The feed-back from the parents and alumni is used for this.

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

Yes,

- Immediately after the declaration of results at the UG and PG level, the principal convene a meeting of the heads of various departments and assess the performance of each department.
- The Heads of the departments convene a meeting of all teachers in the department and a detailed assessment of the performance of the students in all courses. Weak performances are identified and corrective measures are suggested. In addition to the current year performance, previous year performance is also considered for identifying some pattern or trend in the performance. Good as well as bad performance indicators are identified. If there is a decline in the level of performance, all teachers together discuss the matter and new strategies are formulated.
- After the department level evaluation, the mentors will assess the performance of his/her batch. The mentor make a request to the individual teachers to identify to what extent their learning objectives are achieved and if it is not achieved in certain cases, make plans for improving the performance in future.
- The individual teachers assess the performance of their students in subjects which are taught by them. They evaluate the performance of the students during the current year as well as for past years to get some ideas about the pattern of performance. After evaluating the performance, the individual teachers take an informal feed-back regarding the changes in teaching learning process, the inadequacies in the present curriculum, shortage of resources and the quality of the assessment system. On the basis of the data analysed and on the basis of the feed-back, necessary changes in the teaching process and planning.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1. Does the institution have recognized research centers of the affiliating university or any other agency/organization?

Yes, the institution has a recognized research centre in Commerce affiliated to Mahatma Gandhi University, Kottayam, Kerala since 2009

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

Yes

Composition of the Research committee

Sl. No	Name	Position
1	Dr.Sherly Kurien,Principal	Chairperson
2	Dr. Mini Joseph	Convener
3	Dr. Roy Mathew Vettoor	Member
4	Dr. C. Jayasree	Member
5	Dr. Joji M. Philip	Member
6	Dr. Joy Thomas	Member
7	Dr. Anila Kumary K.S	Member
8	Dr. Anit Elizebeth	Member
9	Dr. A. Priya	Member
10	Dr. John K. Babu	Member

The institution has a research committee with the aim of promoting research culture among the faculty and students and to nurture a research atmosphere in the college. The committee consists of all the doctoral degree holders of the institution with Principal as the Chair Person of the committee. In addition to the college level research committee there are research forums in all the PG departments to guide and monitor the research activities of the UG and PG students.

Major recommendations of the Research Committee

- To encourage the faculty members and students to take up research degrees. The committee inspires the faculty to avail Faculty Development Program of the U G C and to acquire M Phil and PhD Degrees.
- To Promote Research activities by taking research projects with financial assistance of UGC and other Central and State funding agencies.
- To encourage the faculty to conduct research oriented international /national / regional seminars and conferences facilitating faculty and students to interact with scientists and research personalities in their fields.
- To motivate students in conducting collaborative and socially relevant projects at PG and UG level

- To inspire the faculty and students to present research papers and articles in the international/national/regional seminars /workshops /conferences.
- To encourage the faculty and the students to present research papers and articles in the international /national/ regional journals or books having ISSN / ISBN numbers with highest impact factors.
- To publish details of research publications /presentations, projects undertaken by faculty and faculty who have awarded research degree in the college notice board and promptly honor them by the college community.
- To assist the faculty in having collaborations with funding agencies and research institutes and to ensure timely completion of their projects.
- To organize research methodology lectures and workshops
- To conduct course work for research scholars.
- To co-ordinate the publication of the research journal Kegees Journal of Social Sciences

Impact of the recommendations of the Research Committee

- Ph D Degree have been awarded to 4 faculty members and 7 members have been registered for Ph D Program and undergone their course work.
- Considerable number of teachers availed of major and minor research projects under the financial assistance of UGC and other funding agencies. One major and 9 minor research projects have been sanctioned and 6 minor projects have been completed.
- Faculty members have published 83 papers in the national and international journals.
- 47 Research papers were presented in national /regional conferences.
- Departments of the institution organized national and regional seminars related to the research area and current issues. These seminars facilitated the faculty and students interact with specialists and eminent scientists from India and Abroad.
- Increased funds are allotted to the main library as well as department libraries to subscribe research journals and periodicals which helped in fostering a research atmosphere in the Institution.
- The honoring of faculty who contribute to research have motivated and promoted a healthy competition among faculty to avail more research projects and to contribute more research publications.
- Timely publications of the Kegees Journal of Social Sciences having ISSN and RNI registration. Seven Volumes comprising 13 Issues of the journal have been published during the post accreditation period.
- Post Graduate students of this college got an edge in research and they have bagged best paper awards in national research paper presentation competitions organised by reputed institutions.

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

- *Autonomy to the principal investigator*

The institution offers full autonomy to the Principal Investigator in the selection of the research problem and in the implementation of the research projects. Principal investigators enjoy complete freedom to purchase equipments, books etc for their research projects.

- *Timely availability or release of resources*

The administrative department of the college is responsible for the release of funds. As soon as the funds for research projects are credited to the accounts of the college, the information is passed on to the concerned investigator. The funds will be transferred to a new account in the name of the investigator and the principal immediately on his/her request for it. The principal investigator has the freedom to avail the fund allotted and has the freedom to utilize it.

- *Adequate infrastructure and human resources.*

The institution has adequate infrastructure facilities for promoting research comprising laboratories departmental and general libraries with adequate number of books and journals and INFLIBNET facility. Post graduate and Research department of commerce has a separate reference library with 800 sq ft. floor space, equipped with 13 theses, more than 50 peer reviewed journals and 184 reference books. A special class room is allotted for conduct of classes for the Course work of Ph.D scholars. The college is having a computer lab with 16 Computers with LAN, 24x7 internet facility, Photostat facility.

Guidance and assistance are provided by the senior research degree holders and the research guides of the institution. Resource persons invited for seminars and workshops of the various disciplines and the resource person invited by the research centre for orientation and course-work programs enrich the human resources for the implementation of research projects.

- *Time-off, reduced teaching load, special leave etc to teacher*

The institution provides special leave to teachers involved in research as per the guidelines of University and the Government of Kerala. The faculty selected for FDP is relieved from duty and the substitute faculty is appointed as per State and UGC norms. During the post accreditation period 3 faculty members have availed the leave for completing Ph D

- *Support in terms of technology and information needs*

The institution has a general library which stacks books of different disciplines and the various departments have departmental libraries. Computer and IT lab facility is available in all PG departments. The library of the college is equipped with INFLIBNET and access for the college community to online library. Internet facility is available in all departments for research scholars, students and teachers throughout working hours. The Science departments have sophisticated research equipments like illuminating microscopes, laminar air flow, incubators, hot air ovens, centrifuge machines, colorimeters, spectrophotometer, gel electrophoresis unit, electronic weighing balances, pH meters, conductivity meter, haemocytometers, haemoglobinometers, sphygmomanometers, microtome, wax bath, water bath, camera lucida, Boyle's apparatus, Ballistic galvanometer, Battery eliminator, B-H curve apparatus, Cathode ray oscilloscope, Cornu's apparatus, Diode laser, e/m apparatus, Four probe apparatus, Meldes apparatus, Oscillating disc, Plank's constant apparatus, Stephan's constant apparatus, Spectrograph, Ultrasonic arrangement, Hibbert's magnetic standard, IC trainer kit,

Microprocessor etc. purchased by the financial support of UGC. New lab facility has established for M. Sc Zoology during the post accreditation period.

- *Facilitates timely auditing and submission of utilization certificate to the funding agency*

The administrative department of the college takes care of maintenance and audit of accounts related to research projects. They are very efficient in getting the accounts audited and hence the utilization certificates are submitted to the funding agencies in time.

- *Any other*

The centre for data analysis functioning as part of research centre in commerce give assistance for research data analysis to research scholars. It also organized workshops and seminars on statistical data analysis, library management software etc.

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

- Workshops and talks on research methodology and statistical data analysis are arranged for UG and PG students to develop their scientific temper and research aptitude.
- The research committee of the college is organising workshops and half yearly research presentations with the support of the PG students. Naturally, the students get an opportunity to interact with the research scholars and experts. This ignites the flare of research in students.
- Arrangements are made to visit research institutes both inside and outside the state. Students are granted leave for this purpose.
- Students are encouraged to participate in workshops organized by reputed research institutes such as Tropical Institute Ecological sciences, Rubber Research Institute etc.
- Students are encouraged to participate in the paper presentation competitions in reputed institutions and the experiences they carry from the institutions motivate the participants to pursue research in future.
- Students winning best paper awards in paper presentation competitions are congratulated by the principal through public announcement.
- Students are motivated to organise paper presentation competitions and give all necessary support for the smooth conduct of the same.
- UG and PG students undertake research projects under the guidance of faculty as part of curriculum. Science students are motivated to do their work in premier institutions.
- Students are provided with infrastructure as well as technical facilities to carry out their research in the institution
- Eminent personalities from various fields are invited as resource person in regional and national seminars organized by the institution. The students are thus provided with ample opportunity to interact with eminent personalities from different fields.
- Libraries act as the key source of information with books and journals of different disciplines. Access of internet facility is available in all the departments and access of INFLIBNET is provided to the students.

- By evaluating each step of the students projects and the interaction with them, the research forum functioning in the departments help to develop scientific temper and research culture among students

3.1.5. Give details of faculty involvement in active research (guiding student research, leading research projects/ engaged in individual/ collaborative research activity etc)

- All faculty members of the institution guide their assigned students in their project work at the UG and PG level
- Currently there are six research guides and 36 research scholars in the Research Department of Commerce of. 9 scholars have been awarded the Ph. D degree and one scholar has submitted the thesis. There are two other faculty members working in other research centers of the university.

Research Guides attached to the Research Department of Commerce

Sl.No.	Name of the Research Guide	Parent Department
1.	Dr. PN Harikumar	Associate professor and Head Catholicate College Pathanamthitta
2.	Dr.J Nalini	Associate professor and Head Baselius college,Kottayam
3.	Dr.Mini Joseph	Associate professor and Head KuriakosGregoriosCollege,Pampady
4.	Dr.G Jagadeesh Chandran	Principal(Former)NSSCollege, Changanacherry
5.	Dr.Biju T	Assisstant professor, BMC Govt. College, Chavara.
6.	Dr. B.Johnson	Associate professor, Calicut University

Details of research scholars registered in the research centre Commerce

Name of Student	Designation with College and University	Status of Research Work
Pradeep Kumar K	Govt. Arts and Science College, Thiruvananthapuram, Kerala University	PhD awarded (2013)
Ajith P. S	SAS SNDP Yogam College, Konni Mahatma Gandhi University	PhD awarded (2015)
AnilkumarV. V	NSS Hindu College, Changanacherry, Mahatma Gandhi University	PhD awarded (2014)
Dinesh P.K.	PTM Govt College, Malappuram, Calicut University.	PhD awarded (2015)
Lakshmanan M .P	Govt Victoria College, Palakkad, Calicut University.	PhD awarded (2016)
Mohanadasan T	Govt Victoria College, Palakkad, Calicut University.	PhD awarded (2016)

Seethalakshmi M .P	Govt. College, Palakkad, Calicut University.	PhD awarded (2016)
Sr Usha A. A	St. Joseph's College for Women Alappuzha, Kerala University	Awarded (2016)
Vineesh Ottuparammal	N.M.S.M.Govt. College, Kalpetta, Calicut University	Awarded (2016)
Rejitha K	Research Scholar, Calicut	Awarded (2017)
Wilson C Thomas	Kuriakose Gregorios College,Pampady, Mahatma Gandhi University	Pursuing PhD
Vipin K Varghese	Kuriakose Gregorios College,Pampady, Mahatma Gandhi University	Pursuing PhD
Mathew George	Catholicate College, Pathanamthitta, Mahatma Gandhi University	Pursuing PhD
Sudheesh S	JRF Holder , Pallakkad.	Pursuing PhD
Remya C.M	M.A College, Muvattupuzha, Mahatma Gandhi University	Pursuing PhD
John Major Thomas	Mahatma Gandhi University Institute of Arts and Science, Pathanamthitta.	Pursuing PhD
Manoj Narayanan K S	Baselius College, Kottayam Mahatma Gandhi University	Pursuing PhD
Sheeba Joseph	Baselius College, Kottayam Mahatma Gandhi University	Pursuing PhD
Ann Naisy Jacob	Catholicate College, Pathanamthitta, Mahatma Gandhi University	Pursuing PhD
Krishnaveni .S	K.N.M. Govt. College, Trivandrum, Kerala university.	Pursuing PhD
Binija George	Mar Thoma College, Chungathara, Malappuram, Calicut University	Pursuing PhD
Shijumon K.J	Government Arts College Thaicadu, Trivandrum,Kerala University	Pursuing PhD
Abbas vattoli	Amal College of Advanced Studies, Santhigramam, Malappuram, Calicut University	Pursuing PhD
Neethu George	BAM College, Pathanamthitta, Mahatma Gandhi University	Pursuing PhD

Abdul Nizar A.	M.S.M College, Kayamkulam, Kerala University	Pursuing PhD
Diana Ann Issac	M.A College, Muvattupuzha, Mahatma Gandhi University	Pursuing PhD
Sujisha A S	JRF Holder Wayanad.	Pursuing PhD
Biju Gopal	Government College, Thripunithura, Mahatma Gandhi University	Pursuing PhD
Fathima T A	JRF Holder Malappuram.	Pursuing PhD
Remya P D	NET Holder, Pathanamthitta	Pursuing PhD
Divya joseph	Kuriakose Elias College, Mannanam, Mahatma Gandhi University	Pursuing PhD
Anu T Philip	St. Thomas College, Ranni, Mahatma Gandhi University	Pursuing PhD
Sumi Simon	St. Thomas College, Ranni, Mahatma Gandhi University	Pursuing PhD
Sheeba Chandy	Ph.D Entrance, Kottayam	Pursuing PhD
Dhanyamol C .K	JRF Holder Wayanad.	Pursuing PhD
Deepthi. L	N.S.S Hindu College, Changanacherry, Mahatma Gandhi University	Pursuing PhD
Suni Devi V. T	NSS College, Ottappalam, Palakkad, Calicut University	Pursuing PhD
Siddique. P	JRF Holder Malappuram.	Pursuing PhD
Anu P R	JRF Holder Trissur.	Pursuing PhD
Deepa Sasidharan	N.S.S College, Rajakumari, Idukki Mahatma Gandhi University	Pursuing PhD
Swapna K.	N.S.S Hindu College, Changanacherry, Mahatma Gandhi University	Pursuing PhD
Jibin P Jimmi	B.C.M College, Kottayam, Mahatma Gandhi University	Pursuing PhD
Gopu Vijayan	JRF Holder	Pursuing PhD
Manoj P.K.	School of Economics, CUSAT	Pursuing PhD
Reshmi James	JRF Holder, Pala	Pursuing PhD
Anu P. Mathew	Devamatha College, Kuruvilangad, Mahatma Gandhi University	Pursuing PhD

Members of faculty guiding research scholars in other research centers of the university

Name of Guide	Name of Student	Status of research
Dr.Manu Ommen	Beena K	PhD Awarded
	Mary John	PhD Awarded
	Nishanth R	Pursuing PhD
	Ligi Koshy	Pursuing PhD
	Latha P Cherian	Pursuing PhD
	Asha R	Pursuing PhD
Dr. M E Kuriakose	Leena John	PhD Awarded

Details of Research Projects undertaken by the faculty

Sl. No	Name of Principal Investigator	Dept/Subject	Type of project	Funding Agency	Status
1	Sheeja Kuriakose	Political Science	Minor	UGC	Completed
2	Preethy Saira Philip	Economics	Minor	UGC	Completed
3	Rachel Punnoose	Commerce	Minor	UGC	Completed
4	Dr.J.Nalini	Commerce	Minor	UGC	Completed
5	Dr. Mini Joseph	Commerce	Major	UGC	Ongoing
6	Prof. Joy Joseph	English	Minor	UGC	Completed
7	Dr. C . Jayasree	Malayalam	Minor	UGC	Completed
8	Aby T Alias	Commerce	Minor	UGC	Ongoing
9	Dr.Priya . A	Hindi	Minor	UGC	Completed
10	Roy Jose	Management	Minor	UGC	Completed
11	Sneha Annie Mathew	Management	Minor	UGC	Completed

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

- The College conducts National and State level seminars, workshop, and awareness programs beneficial to both the staff and students in developing research aptitude
- The presence of eminent educationists and researchers in these seminars and workshops cements the desire to conduct research programs
- Academic excellence culminating in extended research is one of the objectives of the institution.
- The faculty is keen in discerning awareness to the students regarding the broad spectrum of research field.

Workshops /Seminars organized by the Institution

Sl. No	Title of event	Level	Funded by	Date & Year
1	2 days National Seminar on application of statistical techniques in commerce and management research	National	U G C	10-11 Jan 2011
2	Faculty development program on multivariate data analysis	State	Managemen t	23-25 Jan 2012
3	12 day workshop on research methodology & data analysis	National	Departmen t	2012
4	National seminar on biological conversation and sustainability : issues and strategies	National	U G C	1,2 Aug2013
5	Faculty development program on multivariate panel data analysis and modeling	State	Departmen t	May 16,17 2013
6	National seminar on multivariate analysis in commerce And management research	National	U G C	Dec16,17 2013
8	12 day workshop on statistical data analysis	State	Departmen t	Dec 2012, Feb 2014
9	12 day workshop on statistical data analysis	State	Departmen t	2015
10	Seminar on Questionnaire designing	State	Departmen t	08-01-2015
11	Seminar on Derivative Instruments and Indian Financial Market	State	Departmen t	12-05-2015
13	Workshop on Micro scale Analysis	Regional	Departmen t	15-11-2015
14	One day seminar on Prevention and control of vector borne Disease	Regional	DMO Kottayam	09-10-2015
16	Seminar on Plagiarism in Thesis and Journal Articles	State	Departmen t	25-06-2016
17	Workshop on Reference management using Mendeley	State	Departmen t	30-06-2016
18	Workshop on innovative practices in water resource management	Regional	KSCSTE	2-3/2/2017

19	One day workshop on biodiversity conservation and management	Regional	Department	06-03-2107
20	Seminar on Nanotechnology	Regional	Department	2011
21	Seminar on Signal Processing.	Regional	Department	2012
22	Seminar on Electronics in everyday life.	Regional	Department	2013
23	Seminar on Nanotechnology	Regional	Department	07-10-2014
24	Seminar on Femto-second Spectoscopy	Regional	Department	28/8/2014
25	Seminar on Quark Gluon Soup-Denser,Faster and nearly Perfect	Regional	Department	03-06-2015
26	Seminar on The Evolution of Blue LED	Regional	Department	17/09/2015
27	Seminar on Career options in emerging India	Regional	Department	01-05-2016
28	Seminar on Career Guidance	Regional	Department	01-05-2016
29	Seminar on Climate change and aerosol	Regional	Department	03-10-2016
30	Seminar on Renewable Energy Sources	Regional	Department	25/8/2016
31	Seminar on Higher Studies Oppurtunities	Regional	Department	10-05-2016
32	Seminar on Applicable Mathematics	Regional	Department	03-07-2017

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

All the disciplines have their own respective prioritized research areas and the service of expertise in the relevant fields. Priority areas of research and the expertise available are listed below.

Prioritized research areas of faculty members

Sl. No	Faculty	Area	Department
1	Dr.Sherly Kurian	Poems in Malayalam	Malayalam
2	Dr.Manu Ommen	Avian biology	Zoology
3	Dr. M. E Kuriakose	Palynology	Botany
4	Dr. Anila Kumary K. S	Aquatic Biology & Fisheries	Zoology
5	Dr. Mini Joseph	Banking, Consumer Finance	Commerce
6	Dr. J. Nalini	Finance	Commerce
7	Dr. Roy Mathew Vettoor	Finance	Commerce
8	Dr.C.Jayasree	Medieval literature	Malayalam
9	Dr.Priya A	Modern Poetry	Hindi
10	Dr. Anit Elizebath	Material science	Physics
11	Dr. Joy Thomas	Kerala history	History
12	Dr. John K Babu	Marketing	Management

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

To foster the research aptitude of both faculty and students eminent resource persons from various disciplines are invited to the college and have made interactive sessions with both the faculty and the students. The Institution attracts the researchers of eminence by conducting national and regional seminars and scientists and research scholars from other eminent institutions are invited for lecture and paper presentations. During the last 6 years the following eminent personalities visited the college for interaction

Eminent Personalities visited during the Accreditation period

Sl. No	Department	Eminent Scientist Visited	Institution
1	Zoology	Dr, Punnen Kurian	St. Mary's College Manarcadu
2	Zoology	Dr. P Natarajan	Ambo University,Ethiopia, South Africa
3	Zoology	Dr. C. Sambhu	King Abdul Azis University Kingdom of Soudi Arabia
4	Zoology	Dr. Selvom R Nath	University of Eritria, S. Africa
5	Zoology	Dr. Bindu L	Zoological Survey of india , Chennai
6	Zoology	Dr. E .J Ebanazar	Govt . College Ootty
7	Zoology	Dr. Sabu Thomas	Rajive Ghandi Centre for Biotechnology , Thiruvananthapuram
8	Zoology	Dr.K.G .Padmakumar	Agricultural university Kumarakom
9	Zoology	Dr.Binu Tharakan	Texas University , U S A
10	Zoology	Saji Thomas	District Medical Officer, Kottayam

11	Zoology	Dr. K.A. Manoj	Chief Medical Officer ,Taluk Hospital Pampady
12	Zoology	Mathew M Kuriakose	World wild life fund Kottayam District Co-coordinator
13	Zoology	Dr. A.Bijukumar	Prof. and Head, Dept. of Aquatic Biology and Fisheries, Cochin University
14	Zoology	Dr. Abraham Samuel	Head, Division of Biodiversity, Tropical Institute of Ecological Sciences, Kottayam
15	Chemistry	Dr.G. Pramod	N.S.S College Changanachery
16	Chemistry	Dr.C.R. Rajagopalan	Associate Professor, University of Kerala
17	Chemistry	Dr. P.N Harisarma	S.S.V college, Airapuram
18	Chemistry	Dr. Roy Zachariah	Chief Medical Officer, Homoeo Medical College, Kurichi.
19	Chemistry	Dr.Benny George	R.R.I. Kottayam
20	Chemistry	Dr.S Murugan	S. T. Hindu College Nagarcoil
21	Chemistry	N.K Jayaprakash	CSIR, Chennai
22	Chemistry	Sri.C.S.Ashok Kumar	Deputy Registrar of Industries (Rtd.),Kerala Govt.
23	Chemistry	Dr. P J Antony	St. Michael's College, Cherthala
24	Chemistry	Dr. Merciamma Francis	Govt. College, Nattakkom
25	Chemistry	Dr.C.Vineeth	Scientist, I S RO , Thiruvananthapuram
26	Chemistry	Dr E Shaji	Department of Geology , Kerala University
27	Chemistry	Dr. George Abe	Sr. Scientist, CWRDM, Kottayam
28	Chemistry	Dr. Jimmy Ponnankunnel	R&D Process development Officer, Senn AG Chemicals, Switzerland.
29	Chemistry	Dr. Unnikrishnan N,	SVR NSS College, Vazoor
30	Physics	Prof. P.N.Thankachan	Head, Dept. of Electronics, Govt.Engineering College, Pampady
31	Physics	Dr.Nibu.A.George	Dept. of Physics, Baselius College, Kottayam
32	Physics	Dr.Jayan Thomas	Associate Professor, University of Central Florida.
33	Physics	Dr. P.Rajagopal	Head, Dept. Of Physics, C.M.S.College, Kottayam
34	Physics	Dr.Jaiby Joseph	Dept. of Physics, K.E. College, Mannanam
35	Physics	Dr. N.V.Unnikrishnan	Emeritus Scientist, School of Pure and Applied Physics, M.G.University, Kottayam
36	Physics	Dr.Preethy Pradhan	Dean, Chitkara School of Health Sciences, Chandigarh
37	Physics	Dr. Vijayakumar S.Nair.	Space Physics Laboratory, ISRO, Thiruvananthapuram
38	Physics	Dr. Binit Lukose	Cornell University, USA
39	Physics	Dr. Varghese C. Joshua	HOD of Mathematics, C.M.S.college, Kottayam

40	Economics	Dr.V.Mathew Kurian	School of International Relations ,M.G.Uty
41 42	Economics	Smt.PA.Kochuthresia	Member, Kerala PSC
43	Economics	Dr.Sheena Shukkur	Hon.Pro.ViceChancellor, M.G.University,Kottayam.
44	Economics	Sri.Alexin George	IPOS,Coimbatore
45	Economics	Prof.Arun Koshy	Madras Christian College
46	Commerce	Prof. K Kalyanaraman	Former HOD , Dept. of Statistics, Kerala University
47	Commerce	Mr. Ajith Kumar IAS	District Collector, Kottayam
48	Commerce	Adv. Filson Mathew	District Panchayath Vice President, Kottayam
49	Commerce	Mr. George K Thomas	Business Development Manager, Oracle Ltd
50	Commerce	Dr. S Kevin	Former Pro Vice Chancellor , Kerala University
51	Commerce	Sri. Jose Panachipuram	Associate Editor, Malayala Manorama Daily
52	Commerce	Sri. Rishi Rag Singh IPS	Chief Vigilance Officer, KSEB
53	Commerce	Smt. Bindhu Kumari	Additional District Judge, Kottayam
54	Commerce	Smt. P Jyothis Ben	Chief Judicial Magistrate
55	Commerce	Dr. N Jayaraj MLA	MLA Kanjirappally LA
56	Commerce	Mr. Abu Mathen George IFS	Deputy secretary, Ministry of External Affairs
57	Commerce	Mr.Anil Gopinath	Assistant Commissioner , Commercial Taxes Dept. Govt. of Kerala
58	Commerce	Mr. P Anil	Vice Chairman, ICAI Kottayam
59	Commerce	CAFrancis Mathew	Senior Financial Control Specialist Asian Development Bank

As per the directions of the Government of Kerala the college has initiated the innovative programme *Walk With Scholars* where the students get the chance to meet and interact with eminent personalities

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

- The institution focuses on providing all possible provisions remaining within the limits of the rules and norms of the Mahatma Gandhi University and the Government of Kerala to improve the research capabilities of the faculty
- The college encourages the faculty members to avail sabbatical Leave and get actively involved in research and pursue research degrees.
- 12 percentage of the faculty has utilized Sabbatical leave for research under Faculty Development Programme

3.1.10. Provide details of the initiatives taken up by the institution in creating awareness / advocating /transfer of relative findings of

research of the institution and elsewhere to students and community (lab to land)

- The project reports of U G and PG Students as part of their curriculum are prepared and presented under the guidance and the supervision of respective faculty member create awareness and augment the research capabilities of the students.
- The College level and the university level orientation programs, workshops, seminars and invited talks contribute largely in developing research culture among students.
- Observance of days of National and International importance , competitions in power point presentations Science Quiz ,business quiz, General Quiz etc, inspire students to the field of research
- National Service Scheme of the college organize community oriented camps in different villages augmenting the exchange of knowledge and personality development through community service
- The blood donors club of the institution carries out the practice of donating blood to the needy and link college to the community.
- The lab to land research culture is promoted in the campus by water quality analysis and environmental impact assessment, tree planting and campus greening ventures, biodiversity conservation activities, waste management by vermin composting and bio-fertilizer production, Mushroom cultivation etc

3.2 Resource mobilization for research

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

- The institution utilizes the fund granted by the UGC for minor research projects and major research projects.
- The research committees of the college abet the faculty in identifying and communicate with the various funding authorities.
- The college management encourages research culture among the staff and students through infrastructural facilities such as well equipped library, Science laboratories, internet terminals, language laboratory etc. Hence the role assumed by the institution is that of a facilitator.
- During the last 5 years the college has spent an amount of Rs. 9490008/- for research related activities under the prescribed head. Details of the amount spent on research related activities is provided below:-

Details of the amount spent on research related activities

Sl. No	Head of expenditure	Source	Amount utilized	Percentage
1	Research lab innovation and purchasing of research equipments	UGC	1309235	13.80
		Management	1049753	11.06
2	Major and Minor Projects	UGC	2059600	21.70

3	Research lab building maintenance	Management	3478000	36.65
4	Maintenance of Lab equipments Chemicals, Glass wares etc.	Government	481920	5.08
5	Purchasing of reference books and Journals	UGC	437500	4.61
6	Kegees Journal of Social Science	Management	318000	3.35
		Dept. of Commerce	351000	3.70
7	INFLIBNET facility	UGC	5000	0.05

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

- The institution's budgets has provision to provide seed money to the faculty
- PTA fund is utilised to develop and maintain infrastructural facilities which in turn is utilized by the researchers.
- The Management provides financial assistance to develop infrastructural facilities and for organizing seminars and other research activities.
- The management has contributed Rs. 4527753 for the establishment of PG laboratories in the Department of Zoology and for the renovation Chemistry laboratory. The other departments have also received assistance from the management for the purchase of furniture, to meet the expenses for the conduct of seminars and such other programs. The departments get financial assistance from the management for the annual maintenance and repair of laboratory equipments and computers.

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

- All revenue expenses related to experiments done in the labs of the college in connection with the projects are funded by the College.
- The IQAC, Research Committee and the concerned departments are organising seminars, workshops and hands on training programmes for improving the quality of student research projects. The funds required for such programmes are mobilised by the concerned departments or the college.
- The institution provides students the opportunities to make use of the infrastructural facilities of the college and thus support student's research. The infrastructural support offered include instrumentation labs in the science departments, computer labs, and internet facilities, INFLIBNET and General and Department libraries.
- Students are also provided travel allowance to attend / present papers in seminars/conferences.

- Students with financial difficulty are identified by faculty and provisions are made to help them

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

- The staff members of different departments are very closely interacting with each other, which is more intense in case of research. The institution is trying to cultivate a collaborative research climate where faculties belonging to different disciplines interact in their areas of interest. The interdisciplinary interaction help a lot in project idea formulation, research design generation and clarification regarding conceptual understanding. Inter disciplinary discussion interaction has resulted in the formulation of research proposals funded by the UGC. Following are some examples for the outcome of inter disciplinary interaction happened in our campus:
- Currently, the HOD of Commerce, Dr. Mini Joseph is undertaking a Major Research Project titled 'Inter linkages between Financial Capability, Positive well being and Behavioural Characteristics among BPL households belonging to Socially & Economically Backward Classes and Minorities in Kerala'. Since, Financial Capability is basically an economic concept; the principal investigator has discussed the research topic with the faculties in the department of economics to get better understanding about the concept. This kind of deliberations and open discussions helped the Principal Investigator to prepare an excellent research proposal and has bagged Rs.1004000 from the UGC. As per the documents published by the UGC, through its web sites, the project run by Dr. Mini Joseph won the maximum funding in the MRP awarded to commerce teachers in Kerala and is in the first five projects in India during the XII Plan period.
- Suma P. Aney Mathew, Head, department of economics has completed a minor research project titled Financial inclusion of District Co-operative banks in Kerala. She has made wide deliberations with Dr. PN Harikumar from the department of Commerce during the project proposal preparation phase. The contributions from the faculty of commerce helped her a lot in preparing the proposal.

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

The institution is keen in the optimum utilisation of equipments and research facilities by the students and staff. In order to ensure the optimum utilisation, the college has made the following arrangements:

- Department of Physics and Zoology, offering M. Sc programmes have separate labs for PG and UG. This permits optimum use of the equipments by UG and PG students.
- The staff members are allowed to conduct their experiments at any time after the regular schedule for students.
- Common computer lab facility is made available to any department on request. Hence departments which are in need to give computer enabled training are requested book the facility in advance so that departments can arrange programmes according to the availability of the facility.

- There is a special reference section for Ph. D scholar and PG students. This ensures maximum utilisation of reference facility by the research scholars and PG students.
- The INFLIBNET facility is offered to all PG students, Ph D. scholars and the computer terminals are allotted on first come first basis.

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

- The institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.
- Faculty from different departments have undertaken minor and major research projects which are funded by different agencies
- UGC grant is the major source of financial assistance for the promotion of research

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

- The college has a research committee, which monitor research activities in the campus.
- The IQAC, in support of the Research Committee assist the faculty in submitting research proposals by giving intimation regarding the notification for research awards.
- The research committee will review the research proposals and give suggestions for improving the quality of the research proposals.
- The college has organised several workshops to improve the research capability of the staff and students, which in turn has motivated staff members to apply for research proposals.
- Administrative support required for research activities are made available to investigators to ensure that the investigators are not burdened with clerical works associated with the projects.
- Proposals submitted by faculty are forwarded to the university and funding agency by the college office machinery.

Details regarding completed and ongoing projects

Sl. No	Principal Investigator	Type	Title of Project	Amount Sanctioned	Status
1	Rachel Punnoose	Minor	A study on marketing of products of kudumbasree in Kerala	55000	Completed
2	Dr.Harikumar P N	Minor	Solid waste Management	80000	Completed
3	Dr J. Nalini	Minor	Bio medical waste management	90000	Completed

4	Dr. Mini Joseph	Major	Inter linkage between financial capability Positive well being and behavioural characteristics of families belonging to socially and economically backward communities and minorities in India.	1004600	Ongoing
5	Aby .T. Alias	Minor	Inter linkage between Customer Trust- Bonding and Positive Word of Mouth in Banking Services	100000	Ongoing
6	Dr. C. Jayasree	Minor	Folk culture in the poems of M. Govindan a search based on narrative craft	80000	Completed
7	Prof. Joy Joseph	Minor	Register-based Quality Enhancement of Conversational Competence of UG /PG students in Practical English Usage.	145000	Completed
8	Preethy Saira	Minor	Role of Women in asset creation and ecological restoration under MNREGS in Kerala	105000	Completed
9	Sheeja Kuriakose	Minor	Political dimensions of the marginalization of linguistic minorities: a case study of Chittur taluk in Palakkad district, Kerala	95000	Completed
10	Dr. Priya .A	Minor	Samakaleen Hindhi Kavitha Mein Manaviya Sankath ke Abhiviyakethi	175000	Completed
11	Roy Jose	Minor	A study on perception of investors with special reference to south Kerala	70000	Completed
12	Sneha Annie mathew	Minor	Effectiveness of stress management practices adopted	60000	Completed

			among employees in new generation banks		
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3.3 Research Facilities

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

- There is a statistical data analysis division in the research department of commerce. The Centre organizes workshops and seminars on “data analysis using statistical soft-wares like, SPSS and E Views. Most of participants of the workshops were faculty members of various colleges across Kerala and got benefited in the successful completion of their Research Degree. The research centre also provided the facility for data analysis.
- Fully automated College Library is well equipped to meet the demands of research scholars and it facilitates ‘INFLIBNET’, which is open to research scholars, faculties and students.
- Department of Zoology has a well-equipped lab and museum to cater the needs of research scholars and project fellows.
- The college publishes KEGEES JOURNAL OF SOCIAL SCIENCE, an ISSN and RNI registered journal for publishing research papers of scholars across the nation.
- Department of Commerce is an approved research centre with six research guides. The research centre has a separate reference section with around 800sq.ft floor area. The research centre has computers and inter-net facility with Wi-Fi.
- A wide collection of research articles related to commerce and management in digital form are available in the department. This facilitates easy reference by the research scholars and PG students of the department.
- With a view to promote research aptitude among faculties and students, theses of faculties are made available for literature review
- International and National Research journals of various disciplines are available in the college and department libraries, to enrich the knowledge level of research aspirants.

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

The college has a Governing Board, a Planning Board, and Staff Council and Research committee to formulate strategies and to implement the same. The research committee and the IQAC of the college identify the need for infrastructural facilities related to research and forward it to the Staff Council. The Staff Council after evaluating the suggestion of the research committee and the IQAC, will forward it to the planning board, which in turn will study the requirement and economic viability, will forward the same to the local Governing Board. The local Governing Board, after studying the feasibility of the proposal, will forward the same to the Central Governing Board of the College. The central Governing Board will suggest the ways and means for implanting the proposal.

In addition, the PTA of the college and Alumni are the strong benefactors of the college. The Principal and the Heads of the Departments will propose the requirement before such bodies and they will contribute generously for the development of the college.

MLAs and MPs can contribute to the developmental needs out of MLA/MP fund. The college invites our representatives in the Assembly and Parliament for different activities and will make request to allot funds for our developmental needs. MLA of our constituency has contributed funds for purchasing 19 computers for college.

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

University Grants Commission is the only agency funding research facilities in the college. In addition, the MLA of the Pampady Legislative Constituency has granted funds for purchasing 19 computers for the college.

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

- Research scholars belonging to science departments of the college have utilized the lab facilities available in premier research institutes like Rubber Board, Fisheries Department, Marine Research Institute, ISRO and the department level labs of various universities in Kerala. The Principal of the college forward a request to the head of the institutes for granting permission for such facilities.
- Research scholars in the department of Commerce make use of the libraries of various premier institutions in India like, Indian Institute of Capital Market Mumbai, National Institute of Bank Management, Pune, IIMs at various places, and Centre for Development Studies, Thiruvananthapuram etc. Principal of the college forward a request letter to the heads/librarians of such institutes for granting permission for availing the facilities there.
- Students of science stream are availing facilities at approved research centers like Regional Research Institute, Kottayam, TIES Kottayam, for the successful completion of their research projects.
- Students of BBA programme are undergoing one month training at reputed business establishments and are doing research projects.

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

Research Facilities in College General Library

Sl.No.	Items	Number
1	Reference Books	795
2	Journals	05
3	e-Books	51000
4	e- Journals	2100

5	Computer with Internet Facility	03
6	Photostat Machine	01

- The college general library is potent to meet the academic and research requisites of the college community
- The fully automated library ensures easy accessibility and accountability of books
- Books and journals with international and national recognition are available in the college and department libraries.
- INFLIBNET provision in the general library and entire departments offers access to N- LIST e- resources.
- The funds received from approved funding agencies are utilized for acquiring research oriented books and journals in general library.

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

Nil

3.4 Research Publications and Awards

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

Patents obtained and field -Nil

Original research contributing to product improvement -Nil

Research studies or surveys benefiting community or improving the services
National Service Scheme Unit of the College has conducted 3 different surveys about key issues of the Pampady Gram Panchayat.

- Financial Literacy Survey (2012)
- Socio Economic Survey (2014)
- Public Health Survey (2016)

All these surveys are conducted by the students of the college under the guidance of the Programme Officers, for and on behalf of the Gram Panchayat.

• Research inputs contributing to new initiatives and social development

- Dr. Mini Joseph, Associate Professor in the Dept of Commerce is undertaking a UGC sponsored Major Research Project titled 'Inter linkages between Financial Capability, Positive well being and Behavioural Characteristics among BPL households belonging to Socially & Economically Backward Classes and Minorities in Kerala'. Assessment of Financial Capability of the Kerala is a noble venture, which guides light to reasons for the poor financial decision making and credit behaviour of the public.
- Research studies on the enhancement of pigmentation in aquarium fishes, formulation of fish feeds using locally available cheap ingredients etc. are conducted in the post graduate department of zoology as student research projects
- Assessment of the portability of drinking water in the locality as part of students projects and collaboration in the survey of monsoon diseases with

Tropical Institute of Ecological Sciences, Kottayam by the Department of Zoology was beneficial to the local community

- Studies on the meiobenthic fauna of estuarine habitats of the southwest coast of India as indices of pollution disturbances
- Studies on the influence of nutrient supply in enhancing natural fish food organisms of fish culture systems
- Studies on the biotic resources of Manimala River, Kerala
- Studies on the aquaculture potentials of Maniyar reservoir, Kerala
- Studies on the biology of *Mugil cephalus* of Kayamkulam estuary, Kerala
- Studies on the mud bank sediments of Ambalappuzha coast, Kerala
- Studies on the phytoplankton communities of Cochin back water

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

Yes, KEGEES JOURNAL OF SOCIAL SCIENCE

The institution regularly publishes a biannual research publication having ISSN (0975-3621) and RNI (KERENG 2009/31423) registration to promote and inculcate a research culture among the faculty members and research scholars. Invited research paper from other institutions are also incorporated in the journal.

The editorial board of the journal consists of chief editor, Managing editor and the editorial committee. The Principal of the college is the chief editor. The editorial committee includes all the doctoral degree holders of the commerce department with Head of the Department as the Convener

Publication policy:

The journal is published biannually in January and July. The journal publishes original research papers pertaining to social science of the faculty and the research scholars of the institution as well as other institutions. The journal is listed in international data base (ISSN:0975-3621). The papers invited for publication are strictly peer reviewed by an expert panel before acceptance.

3.4.3 Give details of publication by the faculty and students

- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national/ international)
- Number of publications listed in International database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host etc.)
- Monographs, chapter in books, Books edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation index, SNIP,SJR, Impact factor, h index

Publication per faculty

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86. John Babu 2016. Expectation of buyers about neighborhood facilities in the purchase of apartments in Kerala. *International Journal of Arts and Science Research*(ISSN: 2393-9532),3(2), 58-64

Department of Physical Education

87. Dr. Joji M. Philip, March, 2011, “Isolated and Combined Effect of Self Massage Manipulation and Vibration Training on Selected Performance Fitness Variables among Softball Players”, *Voice of Sports*, ISSN:0975 – 4687.
88. Dr. Joji M. Philip, January, 2010, “Women Empowerment – A Conceptual Framework”, *Kegees journal of Social Science*, ISSN:0975 – 3621.
89. Dr. Joji M. Philip, January, 2012, “Effect of Selected Yoga Core Power Iron Yoga Practices on Strength Flexibility and Vital Capacity among Softball Players”, National Seminar ‘Recent Trends in Physical Education, Sports, health Education, Yoga and Stress management’, ISBN:978-81-920273-0-2.
90. Dr. Joji M. Philip, “Sports a Necessity of Life”, *Jyothirgamaya*.
91. Dr. Joji M. Philip, January, 2012, ‘The revising of Culture and History through Literature’, *Roots*, ISBN: 978-81-920711-0-7.

● **Conference Presentations**

Department of Hindi

1. Pragatiseel KaviKedarnath Agrawal Ki Kavithaom Mein Prayukth Lokdharmitha Ke Ayam U.G.C. National Seminar, 30th and 31st March 2011 at Sree Sankaracharya University of Sanskrit, Kalady.
2. Assi Ke Baad Ki Hindi KavithaMe Prathirodh Ka Swar.. U.G.C. National Seminar on 22nd December 2011 atMaharaja.s College, Ernakulam.
3. Samakaleen Kavita Mein PrayuthBalasram Ke Chithru U.G.C. National Seminar on 10th and 11th January 2012 atGovt. Victoria College, Palakkad
4. Dr. A. Aravindakshan Ki Kavitha Ke Paristhitik Sarokar U.G.C. National Seminar on 23rd, 24th and 25th January2012 at Sree Sankaracharya University of Sanskrit, Regional Centre, Panmana, Kollam.
5. Chayavadi Kavya - Aswadan KaPariprekshya International Seminar on 4th and 5th February 2013 at St.Teresa’s College, Ernakulam.
6. Universalisation in PostSeventy Hindi Literature, U.G.C. National Seminar on 5th and 6th September 2013 at N.S.S. Hindu College, Changanassery.
7. Contemporary HindiLiterature and Women Writing U.G.C. National Seminar on 26th, 27th and 28th September2013 at Catholicate College, Pathanamthitta
8. Maha NagareeyParivesh Se Thrusth Lokthanthru Ki Chanki : .Ek Zameen Apni. Ke Vishesh Sandarbh Mein U.G.C. National Seminar on 21st and 22nd November 2013at Government Arts and Science College, Calicut.

9. Susheela Takbhoure Ki Kavitaom Mein Dalit Jeevan Ki Tilmilahaat U.G.C. National Seminar on 26-28 August 2014 at Govt. Brennen College, Thalassery.
10. Samakaleen Hindi Sahithya- Vaishvikaran Ke Sanderbh Mein Samakaleen Hindi Sahithya- Vaishvikaran Ke Sanderbh Mein U.G.C. National Seminar on 10th and 11th November 2014 at Kuriakose Elias College, Mannanam.
11. Indian Literature and Cinema U.G.C. National Seminar on 13th and 14th November 2014 at M.E.S. College, Nedumkandam.
12. Samakaleen Hindi Kavitha Mein Manavadhikar Se Vanchith Bachoom Ke Prathiman U.G.C. National Seminar on 20, 21 November 2014 at Nirmala College, Muvattupuzha.
13. Ekanth Sreevasthavu Ki Kavithaom Mein Prakrithik Than Ki Anugoonj U.G.C. National Seminar on 4th and 5th December 2014 at Panampilly Memorial Government College, Chalakkudy.
14. Bazaar Mein Ramdhan Aur Manikyann Mein Chithrithu Kisani Jeevan Ki Thulanatmak Samrachana U.G.C. National Seminar on 6th and 7th August 2015 at St. Xavier's College for Women, Aluva.
15. Utharadhunic Hindi Sahithya Mein Samajik Chethana U.G.C. National Seminar on 11th and 12th August 2015 at N.S.S. Hindu College, Changanacherry.
16. Samakaleen Kavitha Mein Vridhajan Ki Karunik Dasthan U.G.C. National Seminar on 19th and 20th August 2015 at S.S.V. College, Valayanchirangara, Perumbavoor.
17. Athm Ki Dharthi. Mein Chithrithu Bharatheey Sanskriti Ki Jhalak International Seminar on 22nd to 24th September 2015 at St. Thomas College, Kozhencherry.
18. Kunwar Narayan Ki Kavitha Mein Manaveey Sankat Ki Abhivyakti U.G.C. National Seminar on 5th and 6th November 2015 at Govt. College for Women, Thiruvananthapuram.
19. Badalthe Parivesh Mein Varthaman Manaveey Sankat Ki Kavithayee U.G.C. National Seminar on 10th and 11th December 2015 at Maharaja's College, Ernakulam.
20. Samakaleen Hindi Kavitha Mein Adhivasi Jeevan Ke Sankat Aur Sankarsh International Seminar on 18th and 19th August 2016 at St. Teresa's College, Ernakulam
22. Manaveey Sankat Banam Samakaleen Kavitha Ki Chunauthiyam U.G.C. National Seminar on 20th December 2016 at K.E. College, Mannanam on the subject - . Samakaleen Sahithya Ke Chunauthiyam.
23. Samakaleen Manaveey Sankat Evam Prathivad Ki Kavithayi U.G.C. National Seminar on 21st December 2016 at Maharaja's College, Ernakulam.
24. UGC National Seminar (attended and presented) on 14th, 15th and 16th March 2017 at Sree Sankaracharya University of Sanskrit, Regional Campus, Panmana, Kollam. Title of Paper : "Samakaleen Hindi Kavitha Mein Ankith Bazar Ka Dabav."
25. UGC National Seminar (attended and presented) on 16th and 17th March 2017 at Sree Sankaracharya University of Sanskrit, Regional

Centre, Ettumanoor. Title of Paper : “Banjar Samay Mein Gavu Ki Dharthi Se Pragathisheel Kavitha Ka Sarokar.”

26. International Seminar (attended and presented) on 13th to 17th March 2017 at Department of Hindi, Dr. P.K. Rajan Memorial Campus, Nileshwaram, Kannur University. Title of Paper : “Hindi Cinema Ek Sanskrithik Sethu.”

Department of English

27. Culture and Gender: A post modern theoretical interface; U.G.C. National Seminar, 18th and 18th December, 2014. at Baselius College, Kottayam.

Department of Zoology

28. Distribution and abundance of phytoplankton in a temple pond. International conference on Environmental sustainability for food and security, Nagarcoil, Tamil Nadu, 22-24 Sept. 2016
29. Aquaculture potentials of Maniyar reservoir, Pathanamthitta, Kerala. International seminar on Advances in aquaculture, Thiruvananthapuram, Kerala, 18- 19 July 2013
30. Distribution of meiofauna in the Adimalthura estuary, southwest coast of India. National seminar on Biological conservation and Sustainability: Issues and Strategies, Aug. 1&2, 2013, Pampady, Kottayam Kerala

Management Science

31. “Expectation of Buyers About The Support Service of Villas And Apartments provided by Builders in Kerala”, Cochin University Of Science And Technology, National Seminar on Moulding Managers For Mankind, 18th and 19th September, 2014.
32. Perception of Risk factors In The Purchase of Villas And Apartments at The National Conference On Unleashing Ingenious Management Potential For Business Endurance Held on 9th & 10th January 2014 at Berchmans Institute Of Management Studies, S B College, Changanassery.

Department of Commerce

33. State of Financial inclusion and its challenges, SD College Alappuzha, 28/10/2010-28/10/2010
34. How the conservative policies saved India from Global Financial Crisis, UGC Sponsored National Conference at VMV, Commerce, JHT Arts & JJP Science College, Nagpur
35. Impact of Direct Tax Code: An Industrial Perspective, Jaipur, Rajasthan University , 19 /12/2011-20/12/2011
36. Micro Finance and Poverty Alleviation, Pondicherry University, 28/1/2011
37. Sbarimala – An ideal responsible tourist destination, National Seminar in Govt College Attingal , 28/11/2013
38. A study on the participation of employees and their job satisfaction with the implementation of Kaizen in MRF Ltd, School of Management Punjabi University Patyala, 4/9/2010, 5/9/2010
39. Factors Affecting the Green Purchasing behavior of customers of Automobile industry in Kerala, KG College Pampady, 10/1/2011, 11/1/2011

40. Shifting paradigms in Business & Finance – CSR spending of companies”, National Seminar in Baselius College Kottayam, 3/10/2013
41. CSR implementation strategies of nifty companies, St. Stephen’s College Uzhavoor, 29/8/2014
42. Study on CDR practices of fast moving consumer goods companies and banking companies, St. Peters College, Kolencherry ,
43. Corporate Entrepreneurship and Corporate performance , St. Peters College, Kolencherry, 8/1/2016
44. A comparative study of Green banking products of Indian Banks, Catholicate College Pathanamthitta, 26/11/2015
45. Micro, Medium and Small Enterprises- An Overview of Kottayam Taluk, Baselius College, Kottayam, 18 th & 19 th November 2016
46. Foreign Banks in India – An Evaluation, Deva Matha College Kuravilangadu, 29/9/2011 30/9/2011
47. A study on the impact of change in Reporate on the asset quality of banks in India. Deva Matha College Kuravilangadu, 29/9/2011 30/9/2011

Books edited

Anila Kumary K. S Journal of Basic and Applied Biology vol. 8(1)2014 ISSN 0973-8207. Special issue National Seminar on biological conversation and sustainability. Issues and strategies organized by Department of Zoology

3.4.4. Provide details (if any) of

- **Reseach awards received by the faculty –Nil**
- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally- Nil**
- **Incentives given for faculty for receiving state national and international recognitions for research contributions.-Nil**

3.5 Consultancy

3.5.1 Give Details of the systems and strategies for establishing institute – industry interface?

The institute – Industry interface is a strategic issue resulting in providing practical orientation to students. Recognising its importance, the college has developed a system and formulated some strategies to have industry – institute interface. Science departments are sending their PG and UG students for industrial visit which in turn will result in a relationship with the senior fellows of the organisations. The departments used to invite such senior fellows for talks on practical aspects and the student community will get an opportunity to listen to them and interact with them about realities in the industry.

Faculty members, research scholars and PG students are doing their research experiments in **the research labs of technical institutions like Rubber Board, Regional Research Institutes** etc. The senior research scholars

- Industry visits are done as part of field visits
- Project works of students from various institutions are supported by faculty of various departments in the college
- The career guidance and placement cell of the college conducts events integrating participation from interested banks/companies

- A committee of consultancy service for promoting faculty members to render their expertise and knowledge to the community is functioning in the college. The College encourages the faculty to establish tangible agreements by signing MOU s with beneficiaries whenever possible.
- The DRC testing lab functioning in the Department of Botany serves the rubber growers of Pampady and nearby areas. The actual dry rubber content calculated by the lab will enable the farmers to get actual price for their products
- Department of Zoology in collaboration with Department of Physical education serves in blood group detection and analysis general well being by the preparation of health cards for the students of nearby schools. Zoology department also help the public to test quality of drinking water
- The Department of Physical education offer health consultancy for postural corrections.

3.5.2 What is the stated policy of the institution to promote consultancy?

How is the available expertise advocated and publicized?

- The stated policy of the institution permits the faculty to come in to an agreement directly with industry / institution that needs consultancy free of cost to share their expertise.
- However when income is generated, it is used for the development of the concerned department.
- The expertise of the faculty members are publicized through word of mouth, college website, social contacts, social net working and teacher's portal of M G University, Kottayam.

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

- Teachers are encouraged to undertake consultancy services by making use of the facilities available in the college and providing facilities for inter-institutional initiatives. All efforts of the teachers in this line are well appreciated by the management.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last 4 years

- Data analysis center in the research department of commerce provide the service of statistical analysis of data of PhD theses and various projects. Research students from various disciplines approach the department for statistical analysis of the data and generates income
- Department of Botany conducts DRC testing of rubber latex of farmers collecting a nominal fee to meet the expenses
- Department of zoology conducts water quality testing of drinking water samples to the people of the neighboring area free of cost.
- Department of Commerce of the College provides zero cost Income Tax consultancy and Investment consultancy services to the staff members of the college.
- The college also provides consultancy in areas such as environmental protection and bio diversity conservation through programmes conducted by Zoology Department, NSS , Nature club , waste management through vermin composting and other awareness activity in health and hygiene , blood donation , organ donation and charity fund for the poor.

Revenue generated through consultancy

- Statistical analysis of data (Commerce Dept.) : Rs 4000/-
- DRC testing (Zoology Dept) : Rs 2810/-

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

The policy of the institution is to offer consultancy service free of cost to the public and other institutions. However, when some income is generated from consultancy services, it is at the option of the teacher or department to decide the mode of utilization. Generally it is utilised for enhancing the existing facility of the concerned department.

3.6 Extension Activities and Institutional Social Responsibility

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

The mission of Kuriakose Gregorios College is to develop the physical, spiritual, intellectual, moral and aesthetic power of students so that they may transform themselves into intellectually trained morally upright socially committed and spiritually inspired men and women. The activities of Departments and different clubs are so designed to accomplish the mission of the institution. Over the years organizations and clubs like, NCC, NSS, Women's Cell, MGOCSM, Anti-Narcotic Cell, Youth Red cross and Blood Donor's club, men's forum, Students counseling cell and various Subject Associations have made remarkable contributions.

NCC

Apart from regular NCC activities aimed at building physical fitness, self-confidence, patriotism among cadets, NCC unit organized cleaning programmes, orphanage visit and old age home visit. The cadets offered food packets to the inmates. NCC unit have a pool of cadets to donate blood to needy patients in nearby hospitals and had donated blood in emergency situations. NCC unit also extends its services to other organizations and agencies in traffic control, law and order maintenance. NCC unit also extends its service to Kerala Police at the time of general elections to local bodies, legislative assembly and parliament.

NSS

National service scheme unit of the college is actively involved in various activities that promote student engagement, service orientation, and institution- neighborhood –community network. The activities of NSS were widely appreciated by various segments of the society and had secured best NSS unit, Best NSS Volunteer, Best NSS programme Officer and best NSS Friendly Principal awards from M.G. University. The activities of NSS are focused on creating **environment consciousness, social responsiveness, Public awareness Campaign's and student development.**

The activities of NSS aimed at creating environment consciousness are

- Environmental day observance with the motto “Plastic free Earth”. In this connection the volunteers were given training in the preparation of paper bags and the prepared paper bags were supplied to the neighbouring shops free of cost.
- Cleaning programmes inside and outside college campus.
- Awareness classes and campaigns in connection with world nature conservation day and planting of tree saplings in college campus.
- Bamboo stems were planted in the banks of streams flowing through Pampady and neighbouring panchayats to prevent soil erosion.
- The unit maintains butterfly garden and medicinal garden in the head quarters of Kottayam District
- With a view to promote handloom products NSS unit and Khadi and village Industries department conducted handloom products exhibition, quiz competition and seminar.
- NSS unit constructed toilet for a family.

Socially responsive activities of NSS Unit

- NSS unit hosted sessions on anti-drug, anti- liquor, anti-tobacco, anti-ragging, AIDs awareness, health awareness and road safety.
- “Harithagramam Project” was launched as a continuing programme to propagate the message of ‘Harithavalkaranam’. As part of this initiative tree saplings, collected from Social Forestry Department, were planted in ward 14 of Pampady village adopted by NSS Unit.
- NSS volunteers undertook cleaning programmes in the police station, KSRTC Buses, and Taluk Hospital
- “GramaDarshan” project of NSS established four libraries in the adopted village..
- NSS unit constructed two homes for financially weak families. The college community overwhelmingly supported this venture.
- A Wheel Chair was distributed to Pain and Paliative care centre ‘ASHAKIRAN’.
- As part of Cancer Awareness programme a Paliative unit is set up in the collegw which extends its service to inmates of ‘ASHAKIRAN’
- NSS unit in connection with complete electrification programme of KSEB extended financial support to two families.
- A Survey on toilet facilities among women of Kottayam was conducted for M.G. University.
- Health Economic Survey was conducted for Pampady Gramma Panchayath.

Student Development Activities of NSS

- Vocational training on soap, lotion making and rubber taping in association with RRI.
- Legal literacy classes, career guidance workshop, Additional Skill acquisition Programme for the benefit of the student community.
- Inter-Collegiate One day camps on Personality Development was organized by the College NSS Unit.

MGOCSM

Mar Gregorios Othodox Christian Students Movement is the spiritual organization emphases on worship, service and learning. The activities of MGOCSM unit aim to develop the feeling of oneness and affection towards fellow human beings. Following programmes are organized by the unit

- FAST A DAY AND FEAST YOUR FRIEND is the flagship programme of the unit. The programme is intended to raise funds to feast the less privileged students of the campus by providing lunch.

Anti- Narcotic Cell

With the aim of developing morally and behaviourally upright personalities, Anti-Narcotic cell of the college monitors student activities inside and outside the college campus and ensures that the students abstain themselves from the usage of narcotic items. The cell usually organizes anti-narcotic campaigns especially to first year students. The cell organizes seminars and classes on anti-narcotics to the college community in association with the police and excise departments.

Youth Red Cross Forum

Blood Donors and Youth Red Cross Forum of the college extend helping hands inside and outside the campus by donating blood to needy patients in emergency situations. The forum, in order to inculcate a culture of blood donation, organizes seminars and blood donation camps in association with other clubs and organizations of the college. The forum maintains a blood group register containing blood-group and contact details of students and provides the same to public under emergency situations

Nature Club

The club helps students to get awareness on the importance of conserving our nature and natural resources and the strategies to be followed for the purpose. Biodiversity survey, tree planting and campus greening ventures are undertaken by the club. Nature club organizes nature camps and tribal settlement visits in various places offered by the forest and wild life department which offer ample opportunities to the participants to get acquaint themselves with the environment.

3.6.2 What is the institutional mechanism to track student's involvement in various social movements / activities which promotes citizenship roles?

- Students involvement in social movements and promotion of citizenship are mainly through the National Service Scheme and National Cadet Corps. In addition, we have college union and women cell to track these activities. All these organisations are monitored by teacher in and charge. The teacher in charge is expected make plans regarding programmes submit it to the principal, who is the authority to give permission. The principal discuss the matter in the staff council and all the teachers are informed about all major programmes.
- The activities of NSS unit of the college are so designed to inculcate the sense of social commitment and social service among the members. The routine activities of NSS such as seven and three day camps, seminars and workshops focus on developing good citizens of tomorrow.
- NCC activities such as regular parades, special parades, adventure camps, National Integration camps etc are capable of building confidence,

responsibility, courage among cadets and making them responsible and patriotic citizens.

- Inter Collegiate Competitions are conducted to build-up organization and leadership qualities among the students

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

The Institution is deeply committed to rise up to the expectations of various stakeholders and have mechanism to collect the views and constructive criticisms of stakeholders with respect to overall quality enhancement. The measures taken in this direction are

- Regular feedbacks are collected from students and the same is analyzed in confidential and impartial manner. Modifications if any in the existing system is implemented without any lapse.
- PTA give more thrust towards better performance. PTA general body meeting, PTA executive committee meeting, department wise PTA meetings are instrumental in promoting the institution towards excellence.
- Alumni of the institution show keen interest in the functioning of the college. General Alumni meetings, Department wise alumni meetings, batch wise alumni meetings, social networks of alumni' act as medium for transferring their expert suggestions.
- The institution's local and central governing board consists of experts from various fields. The timely intervention and expertise of these boards helps institution to gather the perceptions of community.
- Institution seeks annual visit by management team for performance evaluation and considers this as an avenue for quality up gradation.
- Reviews from the annual meeting of associations of retired teaching and ministerial staff also considered valuable for quality improvement.

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

The college organizes its extension and outreach programmes with the aim to offer its facilities, expertise, and experience to the community. For the effective conduct of extension and outreach programmes the Principal with the active involvement of college council entrust the faculty with different clubs and cells at the beginning of each academic year. The faculty in charge of clubs and cells are given complete freedom to plan and implement extension and outreach programmes. The teachers in charge of the outreach programmes used to consult with social workers, social activists and leaders of the local bodies to identify demand for services offered by the institution.

Major Extension and outreach Programmes

- Regular Supply of water to 'ASHA KIRAN'-A Community Health, Pain and Palliative care centre with 30 beds, situated very close to the college.
- In Association with District Medical Office, National AIDS control society organized the district level campaign as part of World blood Donors Day. District Collector Sri. Ajith Kumar IAS inaugurated the function.
- Blood donation camps
- Village Adoption Scheme.

- Medical Camp and preventive medicine distribution.
- Awareness campaign on ‘Techniques to detect adulteration on food’ for the Kudumbasree units.
- Fruits and Medicinal Plant Garden maintenance at Kottayam District Collectorate.
- Higher secondary level question bank for the subject of Chemistry was prepared and handed over to the P.V.S. H.S.S, Pampady.
- A session on implementation of micro scale level analysis in the Chemistry laboratory was conducted for Plus Two students and teachers of nearby schools
- Counseling was done for college students and needy persons by department of Chemistry in association with “Seethalayam Project” of Homeopathy Department.
- Workshop on toilet soap preparation was organized for the members of Kudumbasree units.
- Water sample chemical Parameter testing.
- Nurturing of medicinal Plants and ornamental plants.
- Vermi composting of solid wastes generated in the campus and generation of compost to college community and small scale farmers in the local area.
- Mushroom cultivation
- Epidemics survey and preventive awareness in association with Tropical Institute of Ecological Sciences
- Health assessment camp at M.G.M. High school, Pampady
- One day session on Goods and Service Tax was conducted for merchants of Pampady
- Community Library.
- House and toilet construction.
- Taluk Hospital cleaning.
- Energy conservation campaign
- Kerala State Road Transport Corporation Buses cleaning.
- Traffic Control maintenance during Sabarimala Season.
- Diabetics and Blood pressure checking for inmates of Abhaya Bhavan.
- Health Card Preparation and Health awareness programme for school students.
- Computer and Internet facility offered to local library

The institution does not have provision for annual budget allocation under the head extension activities since main source of fund is the Government funds. Various Clubs, organizations and subject associations of the institution engage in extension activities utilizing the fund allocated for their regular activities.

Impact on overall development of students

- Extension and outreach programmes helped developing philanthropic attitude among the students.
- Students Develop a deeper understanding of and commitment to the community
- Students play a crucial role in the planning and conduct of extension and outreach programmes. The experience so gained empower students to take

better decisions, improve self-esteem and develop the culture of becoming a member of the society.

- Volunteers of our NSS units are regularly selected as the Best NSS Volunteer of the University, indicating the quality of programmes organised by us.

3.6.5. How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other national or international Agencies?

- The mission of Kuriakose Gregorios College is to transform students into socially responsible citizens.
- The college have a general policy that each student should join and took part in the activities of any club, cell and association like NSS, NCC , YRC
- At the time of admission, each student is enquired about his /her areas of interest and is given opportunity to participate in the extension activities organized by the institution.
- Motivational talks are organized to encourage participation of students in NSS and NCC and to become part of the society by serving society selflessly
- The institution has very active and vibrant NSS and NCC units which are regularly selected as the best at the University level.

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

NSS unit of the college has undertaken the following surveys in Pampady Gram Panchyat during the last few years:

- a) Financial Literacy Survey (2012)
- b) Socio Economic Survey (2014)
- c) Public Health Survey (2016)

These surveys are conducted for the Pampady Gram Panchayat. Around 100 students participated in each survey. The results of the survey are submitted to the Panchayat for submission to the state government for policy formulation.

The college undertook following programmes to ensure social justice and empowerment of under- privileged and vulnerable sections of the society.

- The college provides various scholarships to students on merit cum means basis.
- The college has a mechanism that encourages students to apply for various scholarships offered by state and central governments for economically and socially backward categories.
- Financial assistance is given to poor students who cannot afford their meals.
- Financial assistance is provided to meritorious students from economically backward sections from student sponsorship scheme offered by Alumni.
- The college frequently monitors and undertakes remedial coaching for students from backward classes.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they

compliment student's academic- learning experience and specify the values and skills inculcated.

All extension activities have twin objectives. The core objective is to support the needy people and the society as a whole and the second is total development of the students. The objectives incorporated by the founders of the institution for extension activities was to build a social commitment, social service mentality and thereby led to the holistic development of students towards good citizenship. There is a definite difference in the outlook of the students who have actively participated in extension and outreach programmes. These students have a different level of experience about the social life as well as their subjects. Volunteers of extension programmes are better satisfied in their campus life than others.

Values and Skills inculcated

- Ethical Values
- Moral Values
- Self-Discipline
- Inter-Personal Skills
- Selfless Service
- Team spirit and co-operation
- Leadership Qualities

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

The college maintains close contact with local self-government bodies, NGO's, Resident association and Government departments to ensure community involvement in reachout activities that contribute to the community development. The NCC and NSS units also organizes various programmes as per Government instruction and engage in activities related to health care, hygiene, sanitation, blood donation, environment conservation, waste management etc and effectively contribute towards community development.

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

For the conduct of outreach and extension activities, the institution has maintained constructive relationships with following agencies

- Blood Donation Camps in association with District Medical Office, AIDS Control Society and Government Medical College, Kottayam.
- Merchants Association of Pampady and the department of Commerce of the College has a 'give and take' policy for mutual learning. In this connection, the department has organised a one day seminar on Value Added Tax for the local merchants. More than 50 merchants attended the programme and benefited out of it. In turn, the local merchants support the commerce students doing projects in emerging areas of retailing.

- Department of Zoology, in association with the Tropical Institute of Ecological Sciences, have undertaken a survey on Epidemics and Preventive awareness. They have also organised a seminar on this topic.
- Tree saplings supply by Social Forestry Department.

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

NSS unit of Institution received awards at university level for two consecutive times for its overall performance. The details are presented below:-

Awards received by the NSS unit of the College

Sl. No.	Name	Name of Award	Year
1	Dr. M.E. Kuriakose	NSS Friendly Principal	2015
2	Dr. Joy Thomas	Best NSS Programme Officer	2015
3	Dr. Manu Oommen	NSS Friendly Principal	2016
4	Mr..Thomas Baby	Best NSS Programme Officer	2016
5	Mr. Jijo George	Best NSS Volunteer	2014
6	Mr. Libin K Kuriakose	Best NSS Volunteer	2015
7	Mr. Abin Mathew	Best NSS Volunteer	2016

3.7 Collaboration

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

The institution has not gone much way in the field of collaboration with other institutions. The departments of the institution take initiatives to collaborate with research laboratories, institutions and industry for research activities. The seminars , workshops and conferences hosted by the college has improved the prospects of collaboration and linkages with national and state research institutions . The faculty members engaged in research collaborate with their concerned research centres and laboratories for enhanced research activities.

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

The Departments of the institution have collaborative arrangement with other institutions and agencies

- Research collaboration with school of environmental science , M G University Kottaym by Dr. M.E Kuriakose, Department of Botany as a research guide of the centre
- Dr. Manu Oommen, Dept of Zoology, has research collaboration with Post Graduate and Research Dept. Of Zoology, Catholice College Pathanamthitta as a research guide of the centre

- Research collaboration with Rajiv Gandhi Centre of Biotechnology , Thiruvananthapuram by Dr. Manu Oommen
- Collaboration with District Medical Office, Kottayam for conducting regional seminar

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

Creation / up gradation of academic facilities

- Additional Skill Acquisition Programme (ASAP) initiated by Govt. of Kerala contributed improvement in communication and computer skill of the students.
- Walk With Scholar (WWS) programme of the Govt. of Kerala create a research culture among students
- Scholar support programme provide special assistance to students and motivate the students to become elite scholars
- The MLA and MP funds allocated by the concerned authorities on request for procuring computers and essential accessories. PC Yohannan Computer Centre of the college has received 19 computers from MLA fund.

Creation of Infrastructure facilities

- PTA funds are regularly utilized for the up gradation of infrastructure facilities of the institution. During the post accreditation period PTA fund generated were utilized for the purchase of college bus , renovation of college auditorium , establishment of seminar halls , smart classes and library automation
- All the major and minor projects undertaken have contributed to the academic and infrastructural development of the institution

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

During the post accreditation period, the college organized 14 seminars of which 3 are National. Details are furnished below:-

Eminent scientists contributed to the events conducted by the college

Sl No	Resource Person	Event
1	Dr P. Natarajan, Professor and Director, Centre for Aquaculture Training, extension and research, Ambo University, Ethiopia.	National seminar on biological conversation and sustainability: issues and strategies
2	Dr. C. Sambhu, Associate Professor in Marine Biology, King Abdul Azis University, Kingdom of Saudi Arabia.	National seminar on biological conversation and sustainability: issues and strategies
3	Dr. Selvam R Nath, Associate Professor,	National seminar on biological conversation and sustainability: issues and strategies

	Dept of Marine biology and Fisheries, University of Asmara, S Africa.	
4	Dr. L Bindu, Senior Scientist, Zoological survey of India, Chennai.	National seminar on biological conversation and sustainability: issues and strategies
5	Dr. J Ebanasar, Head, Dept of Zoology and Wild Life Biology, Govt. Arts College Ootty, Tamilnadu.	National seminar on biological conversation and sustainability: issues and strategies
6	Dr. K G Padmakumar, Regional Director, Kerala Agricultural University, RARS, Kumarakam.	National seminar on biological conversation and sustainability : issues and strategies
7	Dr. Sabu Thomas, Senior Scientist, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.	National seminar on biological conversation and sustainability : issues and strategies
8	Dr. Binu Tharakan, Assistant Professor, University of Texas, USA.	Seminar on Blood brain barrier and Brain injuries
9	Dr. K A Manoj, Chief Medical Officer, Taluk Hospital Pampady.	Seminar on Prevention and control of Vector borne diseases
10	Sri Saji Thomas, District Malaria Officer, Kottayam	Seminar on Prevention and control of Vector borne diseases
11	Dr. Punnann Kurian, Principal, St. Mary College, Manarcadu	Seminar on Research methodology
12	Mathew M Thomas, District Co-ordinator World Wildlife Fund (WWF) Kottayam.	Seminar on Conservation of nature and Natural resources
13	Dr. A.Bijukumar, Professor and Head, Department of Aquatic Biology and Fisheries, University of Kerala and member, Kerala State Biodiversity Board	One day Workshop on Biodiversity conservation and Management
14	Dr. Abraham Samuel, Head, Division of Biodiversity, Tropical Institute of Ecological Sciences, Kottayam.	One day Workshop on Biodiversity conservation and Management
15	Dr. Manu Ommen, Former Principal and Research Guide	One day Workshop on Biodiversity conservation and Management
16	Dr. E.Shaji, Dept. of Geology, University of Kerala	Workshop on Innovative practices in water resource Management
17	Dr. George Abe	Workshop on Innovative practices in water resource Management
18	Dr.Nibu A.George Asst.Professor,Dept.of Physics,Baselius college, Kottayam	Seminar on Electronics in everyday life.

19	Dr. Jayan Thomas Associate Professor, Scientist, University of Central Florida	Seminar on Nanotechnology
20	Dr. N.V.Unnikrishan Emeritus Scientist, School of Pure and Applied Physics, Mahtma Gandhi University, Kottayam	Seminar on The Evolution of Blue LED
21	Dr. Vijayakumar S Nair Scientist, Space Physics Laboratory, ISRO, Thiruvananthapuram	Seminar on Climate change and aerosol
22	Dr. Binit Lukose Post Doctoral Associate, Cornell University, USA	Seminar on Higher Studies Oppurtunities
23	Dr.C.Vineeth, Scientist, ISRO ,Thiruvananthapuram.	Seminar on Observatories across electromagnetic spectrum.
24	Dr.Jimy Ponnakunnel, R&D Process Development Chemist, Senn Chemicals AG, Switzerland	Motivational talk on Career Advancements
25	Dr. Benny George, Senior Scientist, Rubber Research Institute	Lecture on Polymer Science and Technology.

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

Curriculum development / enrichment

Faculty of the college has acted as members of various board of studies of Mahatma Gandhi university and various autonomous colleges in kerala.

College has entered in to MOUs with NIIT and GTECH computer education for developing curriculam for add-on- courses in computerized accounting.

MOU signed with Unique Beauty solutions Kottayam for developing a curriculam for add-on-course in Beauty Therapy Course.

Internship/on-the –job training

Students of BBA and BSc Zoology undergo on-the-job training in companies and laboratories in the state.

Summer placement

M .Com. Students have undergo summer training in various accounting firms.

Faculty exchange and professional development

Faculty members have participated in training programmes on their respective areas in various reputed Institues.

Research

Faculty collaborations with various universities and institues in their research work.They also utilize the facilities offered by them.

Consultancy

The college provides consultancy service in DRC testing, statistical data analysis, water quality analysis, vermin composting and waste management.The college generate limited revenue from its consultancy service

Extension

The institution encourages extension activities initiated by both faculty and students. The NSS, NCC, various departments and their subject associations and various clubs of the college have conducted socially useful extension activities like blood donation, health assessment camps, awareness programmes, tree planting and greening ventures etc.

Publication

The college has a biannual research publication having ISSN and RNI registration KEGEES JOURNAL OF SOCIAL SCIENCE. For publishing this journal the college is in collaboration with various eminent academicians in reputed universities and institutes. Faculty members have authored papers in national and international journals in collaboration with authors in other institutions.

Student placement

The career guidance cell in the college plays an active role in promoting career advancement of the students. Some banks and companies have come forward to recruit students from the campus. Students got placement in banks through direct recruitment from the campus.

Twinning programmes

Research department of commerce was an approved research centre of the Karpagam University in Coimbatore from 2011 to 2016.

Introduction of new courses

The college has started certificate courses in computerised accounting and beauty therapy in collaboration with GTECH computer education and Unique beauty solutions Kottayam.

Any other

Departments and the college have collaborations and linkages with university, industries and research centers for conducting seminars and workshops, etc. Research scholars and faculty members are benefited from these programmes.

3.7.6 Details on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages /collaborations. Any other relevant information regarding research, Consultancy and Extension which the college would like to include

The college is taking all efforts to enhance linkages and collaborations with various universities and institutions. Faculty also used to develop such linkages and collaborations.

- Teachers are permitted to attend various programs arranged by other institutions
- The institution and its research committee provide all necessary assistance to establish collaborations with research centers and institutions
- Teachers provide necessary guidance for the projects of PG, MPhil and PhD theses of other institutions
- Faculties are encouraged in contributing to Distance Education Programs of IGNOU
- Faculty participate in extension activities initiated by the Government like election duties
- Teachers participate in extension activities such as invited talks, paper presentations, community and social services

- Teachers have membership in various professional bodies
- The institution utilizes the connection with its alumni and former faculty members working in other universities as a means of establishing linkages and collaborations

Any other relevant information regarding research, Consultancy and Extension which the college would like to include

The college follows a systematic pattern to promote research, consultancy and extension activities. All the activities and programs organized by the college and individual departments strictly adhere to the guidelines issued by the management. The regulations regarding the quality parameters are strictly in accordance with the mission and vision of the institution. The institution takes initiatives to inculcate humility and character in the students for the holistic development of their personality. NCC, NSS, Subject associations and various clubs of the institution are focused to instill and promote such a mindset in the students through various extension programmes.

CRITERION IV**INFRASTRUCTURE AND LEARNING RESOURCES****4. 1. Physical Facilities****4.1.1. What is the policy of the Institution for the creation and enhancement of infrastructure that facilitates effective teaching and learning?**

The management and college authorities ensure that the college has adequate and effective infrastructure for effective learning, teaching, research, arts, sports, games and other extra-curricular activities. The college provides the very best physical facilities including class rooms, labs, seminar halls, rest rooms, computer and other IT infrastructure, play grounds, common service facilities, drinking water facilities, research centers and general administrative buildings for the benefit of all the stake holders including the local community where the college is situated.

4.1.2. Detail the facilities available for**a) Curricular and co- curricular activities****Classrooms.**

- The college is having 7 UG and 3 PG courses for which we have 28 well equipped spacious class rooms. The administrative block consists of 22 class rooms and a Course work class room for research scholars.
- There is a self financing block named P. C. Yohannan Ramban Block consisting of 6 classrooms for BBA and BA English.
- The classrooms are located in close proximity to their respective departments.
- The classrooms are quite spacious, ventilated and well lighted. They are well furnished with furniture and fittings.
- Public announcement facility is available in each classroom.
- P. G. classrooms have inbuilt LCD Projectors.
- There is a common smart classroom in the college with modern teaching learning facilities.

Staffrooms.

- The college has 9 staff rooms and each room is well furnished with computer and internet facility.

Laboratories

The college has separate laboratories for science departments. Laboratories are adequately equipped as per the University norms. A renovated Chemistry and Zoology lab was refurnished with modern equipments and instruments to cater to the needs of faculty and students. At present, there are six laboratories including separate P. G. lab for department of Physics and Zoology.

The important equipments in Laboratories are: Incubator, Hot air oven, Micrometry, Luminar air flow, Water bath etc. and that of Chemistry lab are Fume cupboard, Hot air oven, Hot plate, Magnetic Stirrer, UV Chamber, Water still etc.

P. C. Yohannan Ramban Institute of Computer Centre

The lab was set up to provide Computer Education to the students and the staff with a network of twenty computers with internet facility. The computer lab is utilized by various departments of the college for academic and add-on courses.

BMM II Seminar Hall.

BMM II Seminar Hall is an air conditioned seminar hall with a seating capacity of 70-80 and is used for conducting staff meetings and academic gatherings. It is well equipped with LCD Projector, podium, public addressing system and a white board.

- **Seminar Hall I.**

There is a seminar hall with a seating capacity of 60 and the hall is utilized for all the common curricular and co-curricular activities of the college. It is equipped with modern facilities like LCD, Computer & sound system. It is used for association and club activities.

- **Seminar Hall II.**

A fully fledged seminar hall is used for conducting seminars, workshops and other academic activities. It covers an area of 1012 sq. ft. It is equipped with modern facilities like LCD, Computer and Sound system.

- **Smart Classroom.**

A smart class room and a multi-media room with modern LCD Projectors, smart board also augmented the teaching learning process.

- **Aqua lab.**

An aquatic museum with unique varieties of fish is maintained by the department of Zoology.

- **Butterfly Garden.**

The college NSS Unit has transformed one of the gardens of the college into a butterfly garden by increasing the number of flowering plants there. The college community especially NSS volunteers give their best to maintain it intact.

- **Botanical Garden**

Dept. of Zoology maintains a botanical garden with rare species of medicinal plants.

- **Vegetable Garden**

A vegetable garden is maintained by the Department of Economics which grows organic vegetables. These vegetables are sold to the students and teachers.

4.1.2. b) Extra-curricular activities

- **Sports, outdoor and indoor games**

Physical education department of the college has sports equipment room, dressing room and a multi-gymnasium. It also provides facilities for outdoor games like basket ball, volley ball, shuttle badminton etc with separate court for each. The multi-gymnasium covers an area of approximately 75m². It is equipped with Bench press, Weight bars, Angle bar, Weight plates & pushup stand.

For sports and games the following infrastructure is also available.

Item	Feature	No.
Basketball court	Outdoor	1
Volleyball court	Outdoor	1
Ball badminton	Outdoor	1
Shuttle badminton	Indoor	3
Football / Cricket	Outdoor	1
Lawn tennis	Outdoor	2
Track & field	200 mts.	1

Titus Varkey Hall is utilized for indoor sports activities like shuttle badminton and table tennis.

- **Gymnasium**

With the grant received from UGC, college set up a well equipped gymnasium. Faculty and students can utilize the facility on all working days.

- **Auditorium (Prof. Titus Varkey Hall)**

The college has a spacious well furnished auditorium for conducting general meetings (PTA Meetings, Forum Meetings etc.) and other co-curricular activities (Arts, Sports etc.). It covers an area of 12865 sq. feet. It is refurnished with the aid of P.T.A. in 2012 – 13. There are separate green rooms for pre-programme preparations.

- **National Service Scheme (NSS)**

The college has two NSS units. A total of 150-200 students are enrolled every year. The membership of NSS is voluntary and strictly selective. A separate room is allotted for the smooth functioning of NSS and for keeping the implements.

- **National Cadet Corps (NCC)**

The NCC unit of the college established in 1986 aims to foster esprit de corps among the cadets and instill in them a sense of discipline and selfless service for the defense of the country. The membership of NCC is voluntary and strictly selective. The college NCC coy has a separate dressing room (area 13.5m²) for boy and girl cadets with ample space. NCC has a separate office cum store room with computer facilities.

Other Infrastructure Facilities

- **Mini Auditorium (Dr. M. E. Kuriakose Media Centre)**

It is an air conditioned Mini Auditorium with a seating capacity of 400, ideal for a seminar or conference or video conference and various curricular and co-curricular activities. It covers an area of 5291 sq. feet.

- **Open Auditorium.**

An open auditorium is there in the campus. It is used for instant short duration public meeting.

- **Yoga Classroom**

Institution conducts yoga classes to faculty members and students. Yoga session aims at physical & mental wellbeing of the participants.

- **Tailoring Centre**

The college has a well-equipped tailoring centre run by the women cell with 3 sewing machines. The students can avail this facility during their free time.

- **Counselling Centre**

A well furnished counselling centre is functioning in the college with the aim of providing professional assistance with emotional and psycho-social concerns. All services are confidential within the limits of the law and professional ethics.

- **Canteen**

A canteen having an area of 4928 sq.feet operates in the college campus for staff and students. It runs on contract basis. Breakfast, noon meals & other food items are available on all working days.

- **Women's Hall**

For the relaxation and recreation of the girl students, there is a separate room having an area of 2542 sq. ft. Toilet facility for girl students are also there in this hall.

- **Beauty Therapy Lab**

A full furnished beauty therapy lab with all modern equipments is functioning in the campus.

- **Ladies hostel**

The college provides accommodation for staff & students who come from distant places. Boarding & lodging services are made available for students. The hostels are situated near the campus and are governed by the college. The ladies hostel covers an area of 15494 sq. feet.

- **Parking area**

The college has a separate parking area for students and faculty.

4.1.3. How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized?

The institution's master plan is improved from time to time in order to keep pace with its academic growth. New infrastructural developments are made as and when new programmes are started. These include the renovation of existing facilities, construction of new rooms etc. The institution plans and ensures that the available infrastructure is optimally utilized.

During the last five years, seminar halls, new administrative block & self financing block were constructed. Renovation of Zoology and Chemistry labs and renovation of all departments were also done during this period.

Amount spent during the last five years for general infrastructure

Sl. No	Items	Nature of Work	Year of Completion	Amount Spent
1.	Administrative block	Construction	2013-14	17708994
2.	Self-financing block	Construction	2015-16	17617417
3.	Laboratories	Renovation	2014-15	414905
4.	Library	Extension	Under construction	1168795
5.	Departments	Renovation	2013-14	256623

6.	M. E. Kuriakose Media Centre	Construction	2014 – 15	2372752
7.	Sports Facilities (Tennis Court, Valley ball Court etc.)	Construction / Renovation	2012 - 13	486750
8.	Other Infrastructure Facilities (Library Automation, Purchase of Bus, etc.)	Construction / Renovation	2010-2016	4507442

The optimum use of the available existing physical infrastructure is among the primary objectives of the institution. The classrooms after the regular class hours are utilized for peer group teaching and remedial coaching. The concerned faculty conducts practical classes in respective laboratories. Judicious arrangement of time table ensures optimum utilization of computer lab facilities for conducting add-on courses.

Auditorium is the stage for numerous important programmes throughout the year. It can also be transformed into an indoor shuttle badminton court. The infrastructural facilities of the college are utilized by the local bodies, NGOs and different government departments for conducting public utility programmes. These facilities are being used by the election commission as polling booths for election to local bodies, assembly and Loksabha. Class rooms are used for conducting examinations of the Kerala Public Service Commission. All the infrastructural facilities of the college are allotted for conducting the annual camps of National Cadet Corps and National Service Scheme.

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

The institution ensures that the available infrastructural facilities meet the requirements of students with physical disabilities. Keeping in mind the needs of differently abled students, the following arrangements are made:

- Special examination rooms are allotted to such students in the ground floor itself.
- Ramp facilities are provided for physically challenged students.
- To ensure easy accessibility, the main library, auditorium and the computer labs are set up in the ground floor itself.
- In addition to all the above mentioned physical facilities, personalized care is given to all the differently-abled students by the teachers and their peers.

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

Hostel Facility

- The college provides accommodation for staff & students who come from distant places. Separate boarding & lodging services are made available

for boys & girls. The hostels are situated near the campus and are governed by the college.

- The student hostels are designed and built keeping in mind the main aspects of comfortable life style. The hostel provides nutritious food for all students.
- The hostel has an area of 15494 sq. feet with 45-50 inmates.
- Accommodation is also provided for guests who come for attending seminars from other institutions.
- All rooms are well furnished. The hostel has a prayer room for retreat & reflection. Telephone facility is also available.
- The girls' hostel has a parlour / reading room with newspapers & magazines. Students are also allowed to watch television during their leisure hours in the recreation room.
- The hostel has a sick room with adequate medical facilities.
- Security staff is employed on a rotation basis & service is available round the clock.

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

- Free medical facility available to the staff and students from the govt aided homeo medical center which is functioning near the campus in the ASHAKIRAN Unit.
- College has a well- maintained gymnasium and a yoga centre for the physical & mental health of students and teachers.
- Counselling Centre of the college provides experienced and trained counselling services to the needy students.
- Health insurance is provided to all the students of the college under a group insurance scheme.
- First-aid box is maintained in the college with adequate medicines.
- College provides clean and hygienic toilets for students, teachers and non-teaching staff.
- College provides purified drinking water facility.
- Medicinal plants have been planted in the campus.

4.1.7. Give details of the common facilities available on the campus – spaces for special units like IQAC, Grievance Redressal Unit, Women's cell, Counseling and Career Guidance, Placement unit, Health care centre, Canteen, recreational space for staff and students, Safe drinking water facility, Auditorium etc.

- **IQAC:** Office of the Internal Quality Assurance Cell is well furnished with modern furniture and ICT facilities. Monthly meetings of the IQAC are conducted in this office.
- **Grievance redressal unit:** A grievance redressal unit is constituted to address problems and grievances of students.
- **Health Centre** of the college consist of a room for practicing yoga, a well maintained and spacious gymnasium with all modern equipments and facilities and different play grounds. Students and the teachers are utilizing these facilities.
- **Women Cell** of the college is highly vibrant and organizing many programmes for the girl students. The cell has a specially furnished room

having an area of 2542 Sq.ft. There is a well maintained rest room for girls with the facilities of toilet, napkin vending machine, purified drinking water etc. Along with this room, there is a tailoring training division with three sewing machines and a well furnished beauty parlor providing training to girls.

- **Counselling Centre:** A well furnished counselling centre is also functioning in the college with the aim of providing professional support to the students who are passing through the emotional, psychological & study related problems.
- **Career Guidance and Placement Unit:** College has a well functioning Career guidance and Placement cell.
- **Canteen:** College canteen provides nutritious food at subsidized rates to students & teachers.
- **Recreational spaces for staff & students:** Recreational facilities are available for staff and students. Games like badminton, volleyball, cricket, caroms, chess etc. are arranged in these spaces.
- **Safe drinking water facility:** The College has eight water coolers at different locations for ensuring safe drinking water supply.
- **Auditorium & Seminar Hall:** The College has 2 well furnished auditoriums with the seating capacity of 400 – 600 & 3 seminar halls with a seating capacity of 70 - 80 for conducting events & functions.
- **Generator:** The College has installed 2 generators (82 KV and 15 KV) during the year 2011 – 12 to ensure constant power supply to the college and hostel.

4.2 LIBRARY AS A LEARNING RESOURCE

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

Yes, Library committee of the college is headed by the Principal and it consists of one teacher from all the departments. Librarian of the college is the coordinator of the committee.

The library committee of the college meets regularly to discuss matters related to the requirements of students, research scholars and teachers. The committee has made suggestions to automate the library and extent the library building to provide more facilities to the users. Automation process is over and the extension of the building is in progress which will be completed soon.

4.2.2 Provide the details of the following:

Total area of the Library	:	Existing: 2388sq. ft. New : 1108 sq. ft.
Total seating capacity	:	100

Working hours:

- On Working days 9.15 am to 4.30pm (7 hours)
- On Holidays (other than public holidays)-10am to 3.30 pm (5.30hours)
- On Examination days 9.15am to 4.30 pm (7 hours)
- During vacation 10 am to 4.30 pm (6.30hours)

Layout of the Library: The library functions in a separate block in the back of the administrative building. The following facilities are available in the library.

- Counter-issuing and return of books
- Display rack for periodicals
- Library Catalogue
- Magazine Display unit
- Separate Rack for reference books
- Display racks for book
- Seating area
- Nlist-Inflibnet and computer with internet facility.
- OPAC and computers to access OPAC
- Property counter
- Photocopier
- Storage

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

The Library utilizes plan fund allotted by the UGC and the management to purchase books and periodicals. The library also subscribes

Library Services

Library holdings	Total	
	Number	Cost
2010 – 11		
Text books	14238	986425
References books	755	208154
Journals	2	700
Periodicals	27	8788
resources	0	0
CD & Videos	42	3500
Newspaper	10	40079
2011-12		
Text books	14549	1104616
References books	755	208154
Journals	2	700
Periodicals	31	8063
resources	0	0
CD & Videos	42	3500
Newspaper	10	59641
2012-13		
Text books	14653	1118504
References books	755	208154
Journals	2	700
Periodicals	29	9161
resources	0	0
CD & Videos	42	3500
Newspaper	10	81853

2013-14		
Text books	15485	1312171
References books	755	208154
Journals	2	700
Periodicals	29	9161
resources	0	0
CD & Videos	47	4400
Newspaper	10	106584
2014-15		
Text books	15865	1446782
References books	761	233762
Journals	6	5600
Periodicals	29	9161
resources	0	0
CD & Videos	47	4400
Newspaper	10	194447
2015-16		
Text books	16003	1450782
References books	765	233762
Journals	6	9800
Periodicals	29	9161
resources	0	0
CD & Videos	47	4400
Newspaper	10	226798

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC**
 - The facility is available in the college library on the system provided and can be availed through Wi-Fi internet connection.
 - It helps the students and the staff to access the library database.
 - The college website facilitates a unique link for the users to browse for information relating to the college library.
- * **Electronic Resource Management Packages for e-journals**
 - The college is a member of INFLIBNET.
 - Access to N-List of INFLIBNET is permissible on all regular working days.
- * **Federated searching tools to search articles in multiple databases**
 - The N-list facility as a searching tool availed by the college library helps the users to search articles in multiple databases.
- * **Library Website**
 - There is no independent website for the library.
 - However, the college website has a section for the library and it provides all necessary information on request.
- * **In-house/remote access to e-publications**
 - Access to e-publications is through personal-ID provided by N-List.

- * **Library Automation**
 - The library is fully automated with digital coding.
 - It is convenient for the students as well as the faculty to effectively utilize the services provided by the library.
- * **Total number of computers for public access**
 - There are three computers available for public access in the library.
- * **Total number of printers for public access**
 - There is one printer, photocopier and scanner available for public access.
- * **Internet bandwidth / speed**
 - 10Mbps
- * **Content management system for e-learning**
 - The students follow the guidelines given by the concerned teachers while accessing for information in Internet.
 - Furthermore, the library staff also helps the students in browsing for relevant information.
- * **Participation in Resource sharing networks / consortia (like INFLIBNET)**
 - The college has INFLIBNET membership.
 - The N-list of INFLIBNET is available for students and teaching staff.

4.2.5 Provide details on the following items

- Average number of walk-ins -25-35 (except Fridays)
On Friday - 70-90
- Average number of books issued or returned -20 - 30
- Ratio of library books to students enrolled -23 : 1
- Average number of books added during last three years (including department library)

2013-14	-	1181
2014-15	-	565
2015-16	-	715
- Average number of login to OPAC-12 - 16
- Average number of login to e-resources-10 – 15 (month)
- Average number of e-resources downloaded / printed:
As per the requirements of the students and staff material are downloaded and if required takes necessary printouts.
- Number of information literacy trainings organize: NIL
- Details of “weeding out” of books and other materials:
The library has periodical repair and binding process for old and damaged books

4.2.6 Give Details of the specialized services provided by the library

- * **Manuscripts**
 - Manuscripts prepared by the students are stacked in the Department library.
- * **References**

- Subject-wise reference books are available in the library for students and teachers.
- * **Reprography**
 - Reprography facility such as Xerox, etc are available in the library.
- * **Inter library loan service**
 - NIL
- * **Information deployment and Notification**
 - The library notice board displays all the necessary information and notification for the users.
 - The services and the facilities offered are clearly exhibited for easy accessibility and convenience.
- * **Download**
 - The library is equipped with high speed internet enabled computer system.
 - The facility can be utilized by the students to download relevant information required for academic purposes.
- * **Printing**
 - Printing facility is available in the library. The service can be utilized by both the students and the staff.
- * **Reading List/ Bibliography compilation**
 - A comprehensive reading list of the books is available in the library.
- * **In-House/ remote access to e –resources**
 - Access to e-resources is done through the personal username and password given to the teachers and the students.
- * **User orientation and awareness**
 - User orientation is given to new students and faculty periodically by the librarian herself.
- * **Assistance in searching database**
 - Manual assistance is given to the students for searching databases. Moreover, the students also seek the help of their teachers in assisting them to search for academic and research databases.
- * **INFLIBNET/IUC facilities**
 - The college is an approved member of INFLIBNET with N-List

4.2.7 Enumerate on the support provided by the library staff to the students and teachers of the college.

The cordial behaviour of the library staff and assistance in library services provided by them is worth mentioning. Information is provided to both teachers and students about new arrivals mainly through the notice board, web site etc. Newspapers and journals are displayed properly categorized as per regional and English language for the convenience of the students and teachers. Library staff maintains strict discipline inside the library with respect to issues / return of the books and general ambience inside the hall. Manual help regarding locating books, printing, photo copying etc is provided to the students.

4.2.8 What are the special facilities offered by the library to the visually / physically challenged persons? Give details.

Manual assistance is provided to the visually / physically challenged persons. The library staff is always willing to serve the differently-abled students.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services.

Library committee meetings are conducted regularly; feedbacks are collected from students and teachers. It is the responsibility of the library committee to analyze the feedbacks and to arrive at a solution to overcome the drawbacks. The books and journals are purchased on the basis of these feedbacks.

4.3 IT INFRASTRUCTURE

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

Number of computers with configuration-75

Computer – student ratio - 1: 8

Stand alone facility - Yes

LAN facility –LAN facility is available in the office, Physics lab and Zoology Lab

Wi-Fi facility- Wi-Fi facility is available in the commerce department and the college office

Licensed software - YES

Number of nodes/ computers with internet facility – 30

Any Other – A centralized printing and scanning facility is available in the college office.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off campus-

The college provide computer with internet facility to students and teachers. The library has 4 computers with internet facility. The office of the principal has one computer and administrative office have six computers with internet facility.

The physics lab has 10 computers with LAN facility and the Zoology computer lab has 11 computers with internet facility.

Teachers and research students can login to INFLIBNET.

A DTP center is also functioning in the campus.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The college and management have been alert and careful regarding the renovation, upgrading and maintenance of the IT infrastructure facilities. Computers and concerned accessories are purchased and upgraded as need arises. The automated library, smart classroom, English language lab and three seminar halls furnished with modern teaching learning resources are the

examples of the institution's focus in the up gradation of IT infrastructure and associated facilities.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution

Amount allocated for the Procurement, upgradation, deployment and maintenance of computer and accessories

Item	2	2	2	2	2	2	2
	0	0	0	0	0	0	0
	1	1	1	1	1	1	1
	0	1	2	3	4	5	6
	-	-	-	-	-	-	-
	1	1	1	1	1	1	1
	1	2	3	4	5	6	7
Procurement/upgradation	2		1				
	,	1	,	7	2	2	
	0	0	0	5	5	5	
	0	,	0	,	,	,	
	0	0	0	0	0	0	
	0	0	0	0	0	0	
Deployment and maintenance	6	1	5	2	4	5	5
	,	0	0	5	0	0	0
	0	,	0	,	,	,	
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer aided teaching/ learning materials by its staff and students?

The institution makes maximum efforts to facilitate the use of computers for teaching and learning process. The main library of the college provides the facility of INFLIB Net Facility from where students can access a large number of e-resources. Teachers are keen in familiarizing the students the use of e-resources. For this they themselves acts as role models in the use of e-resources. The students are motivated to collect e-resources related to their study and make presentations in their class rooms. Along with this, ethical use of e-resources is popularized. In this connection, a seminar on plagiarism is organised for the PG and research scholars during 2016. Most departments have a big collection of e-resources with them, which is freely made available to needy students.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on- line teaching –learning resources, independent learning, ICT enabled classroom/ learning spaces etc.)by the institution place the student at the centre of

teaching –learning process and render the role of a facilitator for the teacher.

With the emergence of technology in education, teacher is the facilitator who is required to guide the students in identifying most updated and reliable resources from the web. The technology is providing numerous opportunities for the students to experience the latest developments and experiments happening in different parts of the world. Teachers of the department of Zoology, Physics and Chemistry encourage their students to listen to the talks of eminent professors in world class universities and observe the online experiments related to their study. This gives more exposure to the students and some of the students come forward to make presentations in the class rooms. In this way teaching become student centric and the teacher become a facilitator. Another example in this line is the online share trading competition organised by the students of the department of Commerce. The competition was open to all the students on the campus. The students participated in this game are to make investment decision based on line data made available from the official web site of the NSE. The idea was mooted by the teacher in charge of Commerce Association and executed by students themselves. This programme gave opportunity for the students to listen to the online resources and learn something practical related to the subject studied by them.

4.3.7 Does the institution avail of the National Knowledge Network connectivity directly or through the affiliating university?

The college is a member of INFLIBNET and has access to N-list of INFLIBNET. This facility is available to all the teachers, research scholars and students. PG students and Research scholars are extensively using this facility for their research work.

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1. How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities?

The institution has sufficient resources allocated for regular upkeep of the infrastructure facilities and promotes the optimum use of the same. The following table gives details of budget allocated during last four years.

Sl. No	Facilities	2011-12	2012-13	2013-14	2014-15
1	New Building	22,09,323.00	89,99,570.00	65,00,101.00	10,14,145.00
2	Furniture	1,65,400.00	34,200.00	9,68,567.00	6,66,622.00
3	Library	60,860.00	1,19,875.00	50,154.00	3,85,589.00
4	Office Equipment	-	-	50,000.00	1,08,000.00
5	Auditorium	1,41,172.00	-	2,65,000.00	-
6	Computer System	6,24,095.00	-	1,00,575.00	6,55,499.00
7	Building	17,59,032.00	-	10,22,034.00	2,28,686.00

4.4.2. What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipments of the college?

The local managing committee in consultation with the management plans the budgetary provisions for the various needs regarding the maintenance and upkeep of the infrastructure at the beginning of each academic year. They ensure the optimal utilization of the provisions in the budget for various activities.

4.4.3. How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

The institute takes up calibration and other precision measures for the equipment/instruments through the dealers of that equipments and instruments once in a year.

4.4.4. What are the major steps taken for location, upkeep and maintenance of sensitive equipments?

The major steps the institution has taken for location, upkeep and maintenance of sensitive equipments include the provision of UPS, inverter, diesel generator and a 24x7 battery backup for voltage maintenance. All the computer labs are supplied with UPS for regular backup and provisions for the same have also been made at the major locations like the academic / administrative office and college library.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If "yes", what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. The institution publishes its updated prospectus and handbook annually. Prospectus is published through the web site of the college and handbook is distributed to the students through their class teachers. The information contained in the Handbook includes the details of administrative and management body, college emblem, vision, mission and Motto of the college, important milestones, details of departments and faculties, various programmes offered, details of the office bearers of different organisations and committees, student charter, rules for admission, issue of certificates, attendance, general regulations, Mahatma Gandhi University student's Code of Conduct, residence of students, details of College Union, quality improvement programmes, details of tutorial system, rules for fee payment, internal evaluation system, College library and its rules, details of facilities available in the College, Human resource development initiatives, various associations, details of clubs, co-curricular activities, scholarships and fee concessions, endowments and prizes, Kerala Ragging Prohibition Act 1998, academic schedule, important days, important telephone numbers, details of former faculty, specimen copy of application for leave and time table. The institution ensures its commitment and accountability through an effective and proper management system. The College management delegates authority to the Principal who with the help of the College Council, IQAC and other committees consisting of students and teachers plan, implement, monitor and evaluate all the above activities. Staff council and IQAC of the college meet at least once in a month and review the performance to track deviations.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The College periodically announces the scheme of various scholarships available to students as per the notifications of the concerned authority. The Teachers-in-charge of scholarships assist eligible students in the duly submission of applications for the same. The scholarship amount is directly deposited to the bank account of qualified students, by the funding agency in the due course without fail. The details of scholarship provided to the students are listed below:-

Scholarships given to Students

Name of Scholarship	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11
Suvarna Jubilee	3	2	2		1	3
State Merit	1	1				
Post Metric	7	16	19	13	20	13
Muslim Girl	1	3	4	1	3	1

District Merit	1	1				
Central Sector	2	2	5	8		
Higher Education	4	5	5	3		
C.H Mohammadkoya	3	4	5	1		

5.1.3 What percentage of students receives financial assistance from state government and other national Agencies?

Details of Fee Concession

Year	%(KPCR)	% SC/ST	%OBC
2015-16		13.07	10.42
2014-15	7.90	13.77	06.90
2013-14	10.00	11.95	04.78
2012-13	9.32	10.35	03.93
2011-12	14.78	06.33	04.22

Endowments

No.	Name of Endowment	Eligibility Criteria
1	M J Idikula Endowment	Top Scorer in Paper 1 English of degree exam
2	A.K. Raghavan Nair & K.P. Karthiyaniamma	Top Scorer in second year BA/B.Sc. English
3	V.J.Varghese Valiyaparambil	Top Scorer in Hindi second semester B.Com.
4	Sosamma Varghese Valiyaparambil	Top Scorer in Hindi forth semester BA/B.Sc.
5	Purackal P.J. Joseph memorial	Top Scorer in M.Sc. Physics
6	M.C. Cherian Endowment	Top Scorer in B.Sc. Physics
7	Kunnamkara Adv. Philip memorial	Top Scorer in B.Sc. Complementary Botany
8	Prof.P.C.Varghese	1st and 2nd Top Scorers in B.Sc. Chemistry
9	Prof. Mariamma George V.	Top Scorer in B.Sc. Complementary Chemistry
10	Kannukuzhiyil Kuruvilla engineer	Top Scorer in B.A. Economics
11	Prof. C.I. Itoop	Top Scorer in B.A. Economics
12	Smt.Sosamma mathew	Top Scorer in Statistics Paper B.A. Economics
13	Prof.P.K. Annamma	Top Scorer in Micro economics
14	Chemmanam Kuruvilla Ulahannan Memorial	Top Scorer in B.Sc. Zoology
15	Chemmanam saramma Ulahannan Memorial	Second Topper in Zoology
16	Kannukuzhiyil Thampan Epen Memorial	Top scorer in B.Com.
17	Kanjirathumotil Kuruvilla Kuriakose	Top scorer in B.Com.Accountancy
18	Anand John, Kannukuzhiyil Memorial	Merit cum means

19	Anand John, Kannukuzhiyil Memorial	Best outgoing commerce student
20	Kochumon K. Varghese	Commerce student on meritorious basis
21	Prof.M.C.Joseph	Top scorer in M.Com.
22	George Panicker	Top scorer in B.B.A.
23	Bipin Ipe Memorial	BBA student on merit cum means
24	Sreekumar memorial	Kalathilakam, Kalaprathibha
25	College annual sports meet award	Boys Champion, Girls Champion
26	Best NCC cadets	
27	Best NSS Volunteer	
28	Dept. of Business management	Top scorer in BBA
29	Special award	Top Scorer in MSc Physics
30	Special award for attending the TSC camp	
31	Cash Award	Top scorer 2nd semester Development economics
32	Prof.M.M. Gilsanth Memorial	Two students of 2nd year B.A.Economics on the basis of Merit cum means
33	Prof.Rajan George Panicker	Best outgoing commerce student of college
34	Commerce colloque Decennial edition	Secretary /Convenor of best association
35	Dr.M.E.Kuriakose	Best Association

Besides these around 25% of the students get various types of financial assistance from alumni associations, association of retired staffs,MGOCSM unit ,etc.Faculty members took keen interest in identifying the needy students and support them for getting the financial assistance.

5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and Economically weaker sections -

The College provides a number of support services and facilities to the students from SC/ST, OBC and economically weaker sections. The Equal Opportunity Cell of the College functions through the activities SC/ST monitoring Cell, Women's Cell, Minorities Cell etc. to promote the disadvantaged groups such as SC, ST, Women, OBC, Minorities and Physically challenged to the main stream.

SC/ST Monitoring Cell

The SC/ST Monitoring Cell of the institution stands for the well-being of the students from Scheduled Caste and Scheduled Tribes. The Principal of the College is the chairman and Local Grama Panchayath president, representatives from faculty and office superintendent are its members. The cell supports the students in timely submission of application for stipend/scholarships from different agencies. It also identifies students in need of special assistance in learning.

Equal Opportunity Cell

SC/ST/OBC cell, Minorities cell and women cell does the service of eradicating social inequalities that exist in the higher education field. Its main objective is to bring the disadvantaged groups such as SC, ST, Women, OBC, minorities and physically challenged to the main stream. The Cell has organised many programmes to improve the capability of students from weaker sections of society.

Activities of the Women Cell under the Equal Opportunity Cell

Sl. No.	Name of the Programme
1.	Tailoring
2.	Driving Class
3.	Yoga
4.	Self defense
5.	Cooking class

Students with Physical Disabilities

The physically challenged students are provided with the facilities to continue their studies and are given special attention. Class rooms are arranged according to the needs of the physically challenged students and ramp way facility is also provided at the entrance of the main building and auditorium. Peer support system is cultivated in the campus, so that differently abled students are supported by their peers in academic and non academic activities. Those who require assistance are provided with scribes according to the university rules. Faculty and other staff of the College give due care for the well-being of this category of students. In addition to this, the College Library and the auditorium are located on the ground floor which ensures easy accessibility for students of this category.

Overseas students

No foreign students have been admitted to the College during the last four years. Students from difficult terrains such as Lakshadweep are given priority for admission to the College Hostel.

Students to participate in various competitions/National and International

Students are encouraged to participate in National, University level and regional competitions. The College extends a number of specific support services/facilities to the students to participate in various competitions under the care and supervision of Head teachers. It includes-

- The department associations ensure active participation from the students in competitions like debates, quiz, Best manager contest, super brain contest, extempore speech, music, Dance etc at intercollegiate, inter-departmental and\ intra-departmental levels.
- The NCC and NSS provide opportunities for participation in different levels of competitions like group events, selections for National level Camps, Republic Day Parade, cultural events, Adventure camps, Mountaineering Camps etc.

- The annual Arts Festival of the College provides a platform to identify the various talents of the students and encourage them to participate in State /University Level competitions
- The Quiz club, Oratory and Debate club, Dance and Music club, Spartans (Men's club) etc are functioning in the College to encourage and support students participation in various competitions held at the College and inter Collegiate level, in the University and inter University levels.

Medical assistance to students

- Health Centre:- Students are referred to the Local Community Centre (Taluk Hospital) in case of medical emergencies
- Counseling cell: The College has a well furnished counseling centre under the administration of the professional counselor who is appointed by the management. Every class has separate mentor who spot and refer students in need of support to the counselor. The students who felt the need for counseling can also approach the counselor for support.
- The service of Homeopathy clinic facility is available locally at Ashakiran, which very near to the college campus.
- First Aid - The College provides First Aid facilities with advanced medications at Economics, Zoology, Chemistry and Physical Education Departments. These facilities are also extended to the offices of NCC and NSS.
- CPR Training (Cardio Pulmonary Resuscitation) - The Department of Physical Education has undertaken a training programme in CPR for interested students.
- Medical Camp - The NSS unit of the College organise Homeo Medical camps at different intervals.

Coaching for competitive examinations

- Bank Test Coaching - The Career Guidance and Placement Cell of the college is actively involved in prepping students for competitive exams. Coaching classes for bank test are conducted on Saturdays and on other holidays. In addition, printed/photocopies of notes and other study materials are given to each participants free of cost. The College also conducts programmes like Super Brain Contest, PSC Coaching etc to train the students for competitive examinations.
- UGC/ NET Coaching programme- With a view to fulfill the vocational objectives of education, the PG Department of Commerce has initiated NET coaching during the academic year 2016-17. The services of eminent and expert teaching faculties from other institutions are made available to increase the exposure of participants. Majority of the final year students of M.Com (10 students) has participation in the said coaching classes.
- Civil Service Club –To chisel and promote students aspiring to take up careers in civil service, the college offers 'bridge programs' through the Department of Chemistry for selected students since 2015.

Skill development

The College is keen in enhancing the skills of students to make them fit for job market. Keeping this objective in mind different departments have organised skill development programmes related to their disciplines. Apart

from the departmental level initiatives the following initiatives are worth noting:

- Additional Skill Acquisition Programme (ASAP) - With the help of the Government of Kerala and the Higher Education Department, the College conducts the ASAP which focuses on training to develop additional skills for employability.
- Spoken English - The College conducts Spoken English and Communication skills sessions (Department of English) with the help of fully equipped Language Lab. Special emphasis is given for the development of reading, writing and speaking skills.
- Computer Literacy - Computer facilities are available to the students for doing their project works. Every department has computers with internet facility which is available to the students on request. Online submission of assignments is encouraged with the aim of computer literacy. The College offers basic computer courses like DCA, PGDCA, Tally etc for the students. A large number of students follow computer oriented courses as part of their programme. The Department of Physics offers B.Sc. Electronics and its curriculum includes Computer hardware and software also. The B.A English Students learn PageMaker, Coral Draw, etc. The institution also encourages students to organize subject updating seminars in every semester with the help of power point presentations.
- Tailoring Class - The girl students of the College make use of the tailoring class during free hours and evening. Each batch has a total of 15 students get admission and is trained with the help of a lady instructor.
- Ornament Making - The women cell and the Equal Opportunity Cell of the College organize training programmes in ornament making and flower arrangement.
- Driving: - Interested girl students are given driving classes in MOU with a local Driving School at reasonable charges, enabling them to secure motor driving license in two wheelers and four wheelers.
- Screen Printing and Fabric Painting - The Women's Cell under the Equal Opportunity Cell conducts various programmes to train students, parents and public in fabric painting and screen printing.
- Rubber Tapping - The Local Specific Curricula sponsored by UGC charted out innovative steps to meet the shortage of skilled rubber tappers. In association with the Rubber Research Institute, rubber tapping training sessions was conducted for students and public.
- Vermin-Compost – Zoology department of the college is produces Organic manures from waste in and around the college and is available to the members of college community and nearby.
- College is also running a Dry Rubber Content (DRC) testing unit under the Department of Botany.
- Blood group determination – the Zoology department is conducting blood group determination for the college community absolutely free of cost.
- Mushroom Cultivation - As a part of the Local Specific Curriculam (UGC), students are trained in mushroom cultivation.
- Yoga / Karate Training - The Women's Cell of the College conducts Yoga training and Karate demonstration in order to raise the confidence and self-esteem of the girl students.

Support for Slow Learners

- Peer learning is the most effective method adopted for supporting the slow learners in the campus. Brilliant students who are ready to devote their time for their friends are identified by their mentors and assign some slow learners. These brilliant students teach the slow learners during free hours. This programme is creating a win-win situation to all the students involved in this exercise.
- Remedial classes, Study Circles are conducted during the special hours allotted by the College and during free hours. Study circles are formed in each class and a circle consists of an average of 7 students among whom one is a leader.
- Scholar Support Programme (SSP) - The College has been selected for the SSP (Scholar Support Programme) funded by the Higher Education Council, Government of Kerala. It aims to support academically weak students from the various departments. Sessions with a maximum of 8 students are arranged for each department, outside the working hours.

Exposure of students to other institutions of higher learning/ corporate/business house etc.

- The students are exposed to other institutions/industries through industrial visits for project work. Students are also encouraged to attend national and international seminars and present their papers.
- Students of PG programmes participate in paper presentation competitions in different colleges and present their research papers.
- Undergraduate students used to participate in inter collegiate competitions organised by various institutions in the country.
- The Commerce students Association organise two intercollegiate programs “Colloquy”- for College level students and “Junior Colloquy”- for senior secondary students, under the guidance, support and control of Commerce Department. Through which the students are getting an opportunity to testify their competitive skills, fund raising potential, co-ordination and conduct of the programme in the most successful way. Both the programmes are attended by students of more than fifty institutions at the state level.
- Career guidance classes were conducted by many reputed companies and institutions to attract and motivate students in selecting a career of their own.
- Department of Physics has organised a visit to Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram on 19th October 2015, for a team of 45 students.
- On 30th January, 2016 the Department of Physics has facilitated an Institutional visit to Visvesvaraya Industrial and Technological Museum, Bangalore for its UG students.
- The faculty and students of the Department of Zoology and Chemistry have visited the Rubber Research Institute, Kottayam in 2012. A group of 34 students also visited 'Tropical Institute for Ecological studies'(TIES,) Kottayam in 2013. They also have visited Hindusthan News Print Limited (HNL), Velloor on 20th February 2011.
- The Department of Zoology has organised a National seminar on Opportunities’ for them. Zoology students. Dr. Punnen Kurian, Director, TIES, Kottayam, was the resource person.

Exposure of Students to Other Institutions for Higher Learning

Department	Institution and Programme
Chemistry	Done various Projects in reputed Institutions like Chemical Examiners Lab, Kakkanad, Rubber Research institute, Kottayam, Tropical Institute of Ecological Studies, Kottayam, RUBCO. Peechi Research Institute etc in the last five years. A team of students have participated in the Science Popularization Programme at Amal Jyothy College of Engineering, Kanjirappally.
Zoology	Visited various Institutions like Central Fisheries Research Institute, Cochin(2015-16), Central Institute of Fisheries and Technology, Cochin (2015), Kerala university of Fisheries and Ocean Research(2015), Net Factory Matsyafed cochin(2015), CMFRI Tuticorn (2015) and CMFRI Mandapam(2014-15)
Management	Done projects in various reputed firms like Malayala Manorama, Travancore Chemicals Ltd, MIDAS Threads, Deepika daily, MRF, FACT, Plantation corporation, Rubber Board, Oil Palm, V-Guard, Fruitomans' food products, KITEX, Anna Aluminium etc
Physics	Done projects at MG University (2016-17), CMS College Kottayam, Govt. College Nattokam, St Thomas College Pala, Christ College Irinjalakkuda, Visited VSSC (2015-16)
Commerce	The Department of Commerce provided tremendous opportunities to students to visit and interact with professional institutions and business houses. The department organizes industrial trips for the students. The department invites experts from professional bodies, technical educational institutions, and corporate to interact with the students. The detailed information is available in the department profile furnished along with the detailed report.

Publication of student magazines

The College publishes its annual magazines with the help of College Union. An Editorial Board consists of the Student Magazine Editor, student representatives from different classes and faculty advisors who take the responsibility of publishing the College magazine. It contains articles highlighting the creativity and literary skills of College community. The departments take special care to publish their own magazines and manuscripts.

Department Magazines / News Letter

Departments	Name of the Magazine or News Letter
--------------------	--

Commerce	Commerce Update
Chemistry	Alchemy, Catalyst
MGOCSM	Theertham

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills among the students and the impact of the efforts.

- The Entrepreneurship Development Club of the College motivates students of the campus to become successful entrepreneurs of tomorrow. Various departments of the college are purposefully organising many programmes to stimulate the entrepreneurial skills of the students. Subject associations and departments invite successful business men to the campus and give the students an opportunity to listen and interact with them. In addition, officers of the industries department and taxation departments are also invited to the campus to interact with the students.
- Commerce Association, Management Association and the Economic Association functioning in the college campus are trying to inculcate entrepreneurial skills by organising state level Business idea presentation and product launching competitions for students of Plus Two and college students. These students are also participating in similar competitions organised by other colleges and management institutes. Our students have won many prizes in business idea competitions and product launching competitions across the state.
- Curriculum of B.Com degree and BBA include entrepreneurship development as core course, where the students are expected to learn the qualities of a successful entrepreneur, success stories of entrepreneurs, identification of business opportunities, funding agencies, government schemes for start up businesses etc. Teachers of entrepreneurship development sent their students to industrial units to learn by experiencing the realities.
- The college is offering three UGC sponsored add on courses to the degree students. Tally ERP-9, Beauty Therapy and Creative Communication and Spoken English are the Career oriented Add on Programmes offered by the college. These courses are offered with the intention of improving entrepreneurial talents of the students. Add on programme on Beauty Therapy is meant for girls students.
- Women Cell of the college is also trying to give training to the girls in areas like, fabric painting, ornament making, tailoring etc. to make them self self-employed. Department of Chemistry is giving hands on training in soap making.

Impact

Listening to the success stories and the experience they gain from organising attending competitions in this line definitely motivated the students to start their own ventures. Even some Chartered accountants have started their own professional chartered accounting firms. Other areas where our students have started their ventures include:

- ◆ Textile shops ◆ Event management groups' ◆ Tour operators ◆ Computer hardware shops ◆ Studios ◆ Computerized accounting and Photocopy◆ Tailoring shops◆ Beauty parlors etc.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

The institution fosters a positive attitude towards participation in curricular, extracurricular and co-curricular activities. With the aim of achieving the all round development of the students, the institution constitutes various clubs and committees, the effective functioning of which are monitored by the Principal through the deputation of teachers- in-charge. In order to encourage and ensure maximum student participation, they are granted duty leave and necessary financial support. Besides these, the department associations also conduct activities which act as a platform for developing the organisational skills of students.

- Sports and Games - The Department of Physical Education of the College actively takes the responsibility of organising sports and games.
- The College provides opportunities and technical assistance through a well equipped Fitness and Health Centre, Football ground, Volleyball court, Cricket field, Basketball court, Indoor Shuttle Badminton Court, Ball Badminton court, Tennis court, Table tennis, and Hockey.
- Participation of students in the National, State, District, Inter-university and Intercollegiate level competitions is encouraged.
- Medical assistance is given in case of injury during practice or competition. Refreshment is provided to the players during coaching camps and practice matches.
- Every year the College hosts at least one Mahatma Gandhi University Intercollegiate tournament, mostly badminton items. These tournaments have become the spirit of our students.
- The Department of Physical Education offers an Open Course in Physical Education. The students who opt the course are mentored for the professional courses in Physical Education like B.P.Ed, B.P.E etc.
- Cultural Activities: - The Arts Club, Music and Dance Club, etc of the College strives to discover the inherent talents of the students and organise programmes to nurture the same. In addition, the Celebration Committee, in association with the Students Council, co-ordinates activities which help to promote leadership quality, organisational skills, team spirit, healthy competition and aesthetic sense among students.
- Music Club -The Music Club of the College adds melody to our functions. They conduct programmes like Onappattu, Christmas carols, Ganamela etc. The club mentors and fosters the musical talents of members and makes them professionally competent.
- Musical Band by students (during 2015-16)
- Arts Club- With the aim of encouraging the artistic talents of the students, the Arts club of the College undertakes the smooth conduct of the College Youth Festival every year. Competent students are given proper training and opportunities to participate in the University Youth Festival. Our students are regularly participating and winning prizes in the University Youth Festival.
- Debates, Quiz and Discussions - The Debate, Quiz and Oratory clubs effectively train students for participation in the State, District and Intercollegiate level competitions and many of them have bagged prizes.

- Department Associations: - The Department Associations actively function in the College with the prime aim of improving academic abilities, extracurricular and co-curricular skills of the students. Programmes thus arranged provide an ample platform for enhancing the organisational, managerial and artistic skills of the students. Under the supervision of a staff advisor, student representatives are in charge of the activities of the department associations. As a part of the activities, the departments conduct State level inter collegiate competitions like ■ Exemplare (Economics Association), ■ Zaphire (Management Association) ■ Colloquy and Junior Colloquy (Commerce Association). ■ Emerald Quest (Zoology Association)

Additional academic support

- Attendance is granted to Students who have missed classes for practice and participation in competitions.
- Extended time for submission of assignment and presentation of Seminars.
- Help students by explaining portions (lost), arranging Labs facility etc.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The Career Guidance and the Placement Cell of the College provides guidance and support for with the aim of enhancing the career opportunities of the students. In order to improve the employability of students, adequate orientation for competitive examinations, PSC coaching classes etc are arranged by the institution. Students are motivated to participate in recruitment drives by reputed firms. The PG Department of Commerce initiated UGC-NET coaching classes for M.Com students during the academic year 2016-2017. The coaching programme designed to incorporate 50 sessions contributing to a total of 130 hours were conducted on Saturdays and holidays. Classes were handled by experts from different parts of the state. Students have easy access to variety of books and periodicals available in the library and at departments which enable them to prepare for competitive examinations thoroughly.

Number of Students Qualified in Competitive Examinations

	No. of students qualified					
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
NET	6	2	5	2	1	1
SET/NET	1				1	
SET/NET	1		1			
MAT			1			
GATE			1			

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.) details are to be appended

The institution has always strived to provide academic, social, emotional and psychological support to the students. All the first year UG students are given orientation classes which focus on personality development, attitude and aptitude refinement. The counseling services provided by the institution include:-

- Department level guidance by class teachers helping students to realise their strengths and weaknesses. Through such one –to- one interaction the faculties identify the problems of the students. They are then directed for expert counseling, if needed.
- Tutorial/Mentoring system - A separate tutorial/ mentoring system is conducted for both girls and boys in each class are placed. According to this system each class is divided into two or three groups according to the size and placed under the special care of a teacher for each group, who have personal contact with students and thereby help them to grow in cultural, social, emotional and intellectual spheres.
- Counseling Centre - With the aim of providing professional help to students who are experiencing emotional tensions, psychological and study related problems, a Counseling Centre has been functioning in the College headed by a trained and experienced senior teacher. And if needed the students are referred for expert external counseling.
- External Professional Counselor -We also provide the services of an external professional counselor on a part time basis where the students are directed to, as per need.
- The class representatives help the class warden to identify the student who needs special attention. The students themselves identify the problems of their peer group.
- The major problems identified are Alcoholism in the family, financial problems. Smoking, broken family, sudden demise of parents, Love affairs, Lack of self confidence, Frustration, Addiction to mobile phone, local channels etc.
- The College has open lectures by eminent personalities in the field of psychology and counseling in addition to the routine programmes.

Year	Name and Address of Counselor	Topic
2015 –16	Dr. Anu Joseph K, Medical Officer, Meenadom Govt. Dispensary, Ktm., Ms Maya Rajappan, Psychologist, Seethalayam, Ktm.	Women and their problems
	Dr. Anu JosephK, Medical Officer, Meenadom Govt. Dispensary, Ktm., Ms Maya Rajappan, Psychologist, Seethalayam, Ktm.	One day counseling
	Sr. Sissy Jose, Associate Professor, Nursing College, Medical College.	Health Education For I year girls
	Fr. Dr. O Thomas, Principal, Orthodox Theological Seminary, Ktm	Counseling to first year students and parents
	Sri Rishi Raj Singh IPS	Awareness class on drug abuse

2014 –15	Dr. Leena Jasmine &Dr. Arathi V Dev, Homoeopathic woman Health care Centre, Seethalayam	Stress and stress management, Women and Mental Health
	Prof. Titus Varkey, Former Principal	Counseling to parents
	Dr. Sissy Jose, Associate Professor, Nursing College, Medical College.	Health Education for D1 girl students
2013-14	Prof. Mary Mathew, Former HOD, Dept. of Malayalam, Baselius College, Ktm.	Counseling to girl students
2012-13	by Mr. Manu Mariam, Academy, Kothamangalam.	- Two day classes on Attitude
	Prof. Mary Mathew, Former HOD, Dept. of Malayalam, Baselius College, Ktm.	Counseling to Parents and students
	Kannamthanam Group	Orientation programme
	Dr. Roy Zachariah, Chief Medical Officer, Dr. Ammukutty, Chief Medical Officer , Dr. Anu JosephK, Medical Officer, Meenadom Govt. Dispensary, Ktm.	One day counseling
2011-12	Dr. Sherine Varughese, Gynecologist, Bharath Hospital.	Personal Hygiene
	Prof. Titus Varkey, Former Principal	New age Parenting
	Merin Punnen, Clinical psychologist, Karipal Hospital.	Problems of Teen Age Girls
	Sr. Liza	
	Prof. Mary Mathew, Former HOD, Dept. of Malayalam, Baselius College, Ktm.	Orientation for first years

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If "yes", detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes)

Yes. Every year the Career Guidance and the Placement Cell conducts programmes with the aim of preparing students for interviews and enhancing their job opportunities.

- Soft skills and development sessions are conducted for final semester students
- Conducts Human Resource Development Programmes.
- Conduct of communication skill development programmes.
- Students are provided training in interview skills.
- Awareness programmes on competitive examinations are organised.
- The institution also arranges bank test coaching.
- An updated data bank of final semester students is sent to different HRD agencies.
- Students have secured placements in reputed firms like South Indian Bank, Federal Bank, KPMG, WIPRO, INFOSYS, Popular Hyundai, MRF, Indian Army etc.
- The Government sponsored Additional Skills Acquisition Programme (ASAP) recruitment sessions for the outgoing batches focuses on training to develop additional skills for employability.

No. of Students Undergone Campus Placement

Sl. No.	Organisation	Year	Selected
1.	South Indian Bank Ltd.	2010-11	4
2.		2011-12	2
3.		2012-13	6
4.		2013-14	2
5.		2014-15	8
6.	KPMG	2015-16	5
7.	ASAP	2012-13	11
8.	INFOSYS	2011-12	1
9.		2012-13	5
10.	MRF	2011-12	1
11.		2014-15	1
12.	WIPRO	2012-13	3
13.		2013-14	2
14.	Federal Bank Ltd.	2012-13	2
15.	Catholic Syrian Bank	2014-15	1

5.1.10 Does the institution have a student Grievance Redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes. A Students' Grievance Redressal Committee, which comprises of the Principal as its chairman, the Vice Principal, senior faculty members and student representatives, functions in the College to rectify the grievances faced by the students on the basis of the Mahatma Gandhi University Student's Code of Conduct. An Anti-Ragging Cell and a Discipline Committee are functioning in the College to handle grievances regarding manhandling, violent behaviour etc.

Some of the major grievances reported and redressed are stated below

- Class timings were suitably rescheduled in order to help students as far as transportation to the College was concerned.
- Better canteen facilities.
- Parking facility for students' two wheelers is availed.

5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Students' Grievance Redressal Committee and the Anti-Ragging Cell looks into the issues related to sexual harassment and other disciplinary issues. Cases reported to these institutional committees are referred to the Discipline Committee which investigates into the authenticity of the case and forwards it to the Principal who is the final authority in the resolution of the problem.

The Women's Cell organizes awareness classes and talks on harassment issues so that students are aware of dangers lurking in the society.

No incident of sexual harassment has been reported within the campus during this period.

5.1.12. Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes. There is an Anti-Ragging Committee constituted for handling incidents of ragging inside the College. The committee consists of the Principal as the Chairman, a senior most faculty as the nodal officer and other senior faculty as its members.

- It takes efforts to check and stop ragging instances in our College and ensures general discipline.
- During the annual admission process, the committee takes efforts to create awareness among the senior students regarding the seriousness of such activities.
- Anti ragging boards were located at prominent points of students association with clear instructions and contact numbers.
- Activities of the committee include giving strict instructions to seniors citing the consequences they have to face on ragging and promoting the freshers to give proper complaints if they are victims.
- Frequent vigilant monitoring by the committee members at intervals throughout the campus.
- HODs monitor the activities of the senior students.
- No instance of ragging has been reported in the last four years.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution has always striven to enhance the academic performance, and personality development of the students through:-

- Committees - The Student Welfare and Activities Committee, SC/ST Monitoring Cell, Counseling Centre, Women's Cell, Students Grievance Redressal Committee, Transportation Committee.
- Clubs and Associations - Departmental Associations, NSS, NCC, Oratory & Debating club, Music Club, Quiz Club, Anti-Narcotic Club, Career Guidance Cell, Placement Cell, Health Club, Dance Club, Entrepreneurship development Club, Nature Club, Men's Club (SPARTANS).
- Other Welfare Schemes/ Programmes – Transportation facilities with College bus, Medical camps and inspections, sports and games, College canteen, Fitness & Health Centre, ASAP, SSP, rest rooms for girls & boys, tailoring class, Fast a day feast a friend etc.

5.1.14 Does the institution have a registered Alumni Association? If "yes", what are its activities and major contributions for institutional, academic and infrastructure development?

- The College has an Alumni Association named 'The KGians', which is not registered. The general body meeting of the alumni association is held every year on the third Sunday of December. New alumni forums have been constituted in Kuwait and Dubai. Every department has their own

alumni associations that organise their get-together at dates of their convenience. But “KGyude Commercinte Chengathikkoottom” the alumni association of commerce department organise their get together on 15th August every year.

Major activities

- Alumnae personally and as an association offer financial support for the developmental and academic needs of the college. They have contributions to all department level initiatives; whenever their support is sought they give a big response. Present students and alumnae have very good relations with each other and hence the programmes organised by the present students are informed to them who in turn support the same with their suggestions and presence, if possible.

Contributions for institutional, academic and infrastructure development

Sl. No.	
1.	Scholarships for financially weak students
2.	Financial and personal support in the conduct of “Colloquy” the intercollegiate multi task program of Commerce Department.
3.	Rain water harvesting Unit

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) high light the trends observed.

A good proportion of students opt for Post Graduation after their course of study here and students have also got placed in reputed institutions.

Student Progression

Departments	Year	UG to PG (%)	PG to M.Phil (%)	PG to Ph.D (%)	Campus selection (%)	Other than campus recruitment (%)
Commerce	2015-16	55.17	Nil	Nil	11.00	Nil
	2014-15	53.13	Nil	Nil	6.25	6.25
	2013-14	37.78	Nil	Nil	15.56	6.67
	2012-13	64.86	Nil	Nil	18.92	
Physics	2015-16	42.1	Nil	Nil	Nil	Nil
	2014-15	91.7	Nil	Nil	7.14	Nil
	2013-14	33.3	Nil	Nil	16.7	30
	2012-13	72.2	Nil	Nil	6.45	25.81
Economics	2015-16	24.2	Nil	Nil		
	2014-15	50	Nil	Nil		
	2013-14	51.6	Nil	Nil		
	2012-13	68.75	Nil	Nil		
Management	2015-16	19	Nil	Nil	Nil	Nil

	2014-15	61.5	Nil	Nil	Nil	Nil
	2013-14	55	Nil	Nil	Nil	11
	2012-13	69	Nil	Nil	6	32.6
Chemistry	2015-16	14	Nil	Nil	Nil	
	2014-15	61.5	Nil	Nil	Nil	
	2013-14	33.33	Nil	Nil	Nil	
	2012-13	35.7	Nil	Nil	14	
Zoology	2015-16	63.16	Nil	Nil	Nil	
	2014-15	23.6	Nil	Nil	Nil	
	2013-14	25.53	Nil	Nil	Nil	11.76
	2012-13	42.86	Nil	Nil	Nil	21.43

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (course wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Programme Wise Result Comparison

Programme	2016		2015		2014		2013		2012	
	St. M. C	K G	St.M. C	KG	St. M. C	KG	St. M. C	KG	St. M. C	KG
B.Com	57.5	89.65	93.18	93.75	96	95.56	97.1	100	89.1	94.59
BA Economics	N.A	45.5	N.A	82.35	N.A	96.77	N.A	93.75	N.A	85.29
B.Sc Physics	10	73.7	72.72	100	100	100	72.7	100	93.3	100
B.Sc Chemistry	22.22	64	87.87	100	75	87	87.5	79	80	53
B.Sc Zoology	23	68.42	65.63	82.35	85.7	87.5	73.3	76.92	88.8	71.43
BBA (S.F)	N.A	28.5	N.A	90.38	N.A	90.2	N.A	86.96	N.A	91.49
M.Com	36.36	73.33	29.62	86.67		73.33	42.85	92.31	52.82	94.59
M.Sc Physics(S.F)	NA	25	NA	37	NA	44	NA	30	NA	65
M.Sc Zoology	60	100	63.63	63.64	62	NA	60	NA	87.5	NA

Programme Wise Completion Rate of the Last Five Ears

Programme	2016	2015	2014	2013	2012
B.Com	100	100	93.75	94.87	94.87
BA Economics	94.3	94.4	93.94	86.5	89.5
B.Sc Physics	100	100	85.7	72	77.27
B.Sc Chemistry	93	100	93	100	93
B.Sc Zoology	95	100	100	93.33	100

BBA	97.67	98	100	100	94
M.Com	93.75	100	100	92.86	88.24
M.Sc Physics	95	94.1	90	86.7	100
M.Sc Zoology	100	91.6	N.A	N.A	N.A

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution facilitates student progression to higher level of education / employment in the following ways.

- The final semester students with a potential for higher learning are advised by the faculty personally about their future prospects. These students are made aware of higher level education opportunities.
- Merit Day is observed for promoting and honoring academically outstanding students.
- 29 endowments and prizes have been instituted.
- Seminars and programmes on suitable employment opportunities are arranged by both the concerned departments, the Career Guidance and the Placement Cell.
- Mentoring, personal counseling and tutorial system.
- Timely conduct of examinations, preparation of progress report, PTA meetings etc.
- Subject updation, seminars, assignments, projects, study circles, remedial coaching, ASAP , SSP etc
- Interaction with eminent personalities in diverse areas.
- Competitive examinations and coaching classes.
- Palliative care support and CAP@Campus through NSS

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Some of our students are at risk of failure. Keeping in view this risk in mind, the following actions are taken to avoid the failure:

- Remedial classes, if necessary, are also arranged under the supervision of the concerned departments.
- Peer leaders are allotted to such students and the leaders will support such students in studies.
- Class wise PTA is arranged soon after the internal examinations to check the risk of failure and drop outs.
- Class Tutor system is followed.
- Class teachers give special attention to students who are irregular to the class.
- Scholar Support Programme (SSP) was initiated with the financial support of the Higher Education Department, Government of Kerala, in 2013.
- Internal examinations are conducted twice in each semester. Special coaching and regular class tests are given to students who fail in the examinations.
- Monthly class wise attendance statement is published and absenteeism is monitored strictly.
- Provision of financial assistance to deserving students.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The institution encourages students to participate in competitions at International, National, State, University and College levels.

Sports and games

- The Department of Physical Education provides special coaching in the evenings to interested and talented students in football, volleyball, basketball, badminton, Tennis etc. They are also motivated to take part in outdoor and indoor games. Our teams participate in the University championship regularly.
- Achievements of the College teams and the conduct of intercollegiate tournaments and hosting of some university level competitions at the college by the Department of Physical Education brought laurels to the College in the field of sports and games.
- The College conducts intramural games by dividing the students into four houses as Red rivals, Glamorous yellow, Giant green and Royal Blue. An Annual Athletic Meet is conducted for the student community of the college with the active support of the Faculties and Administrative staff.
- The Department of Physical Education is organizing a cricket match every year between Faculty and Students Community.
- The College provides opportunities and technical assistance through a well equipped Fitness and Health Centre, Football ground, Volleyball court, Cricket field, Basketball court, Indoor Shuttle Badminton court, Ball Badminton court, Tennis court, and Table tennis. The College encourages students to participate in Volleyball, Football, Cricket, Shuttle Badminton, Ball badminton, Chess, Tennis, Table tennis, Kabadi etc.
- Incentives to outstanding students: Commendable performance and outstanding achievements of our students are appreciated and they are honoured on the College Merit Day.

Cultural and other extracurricular activities

- The Arts Club, Music and Dance Club etc functioning in the College strive to discover the inherent talents of the students and organise various programmes to nurture the same.
- The Event Management Committee, in association with the Student community, coordinates activities which help to promote leadership quality, organisational skills, team spirit, healthy competition and aesthetic sense among students.
- Participation in the NCC and NSS helped the students to achieve laurels at various levels.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years

Year	Student's Name	Achievement
2015-16	Abin.P.Kurian	Best Volunteer-MG.Uty.
	Clara Thresia James	Adventure Camp, H.P

	Raj Sankar	NIC Indore-2016
	Raj Sankar	NSS National Seminar-2016
	Darsana.M.S	Pre R.D-Trichy: Best Commander
	SGT. Rohan Shaji	NIC Bihar 2016
	SUO Amal Babu	R.D New Delhi-2016
	SGT Philip Payikad	NCC National Games 2015-16
	CDT. Rohin Mathew	Army attachment Camp, Pangode
	CDT. Nikhil Babu	Army attachment Camp, Pangode
	CDT. Saran G Kumar	Army attachment Camp, Pangode
	CDT. Aibel Kuriakose	Army attachment Camp, Pangode
	Gopika H Kaimal	NIC Indore-2016
	Reeja Reghunath	Participation
	Fenumol	Hindi Short story; A-Grade
	R. Anuthara	Mono Act A- Grade
	Jayakrishnan Chettiyar	Violin 1 st Prize
	R. Anuthara	Mimicry 3 rd Prize
	Sruthy Vinod	Poetry (Hindi)1 st Prize
	Angel Lisy Babu	Bharathanatyam- A Grade
	Women Badminton	3 rd Prize
	Women Football	Baselian Trophy 2 nd Prize
	Women Tennis	4 th Position
	Vinayak.S	Selection to M.G University Team
	Saran.G Kumar	Light music; A-Grade
	Darsana.M.S	English Elocution; A Grade
	Roshna Merin Reji	Zoofest; Recitation II prize
	Sunitha C Nair	Scientific Drawing II Prize
	Aswathy Zacharia	III Prize; 100M, 200M, Long Jump
2014-15	Libin Kuriakose	Best volunteer-MG Uty.
	Roshna Merin Reji	Essay Competition –A Grade
	Athira.P.Kumar	Essay Writing in English- A-Grade
	R. Anuthara	Mono Act A- Grade
	Jayakrishnan Chettiyar	Percussion Eastern 1st Prize, A grade
	Richin.S.Kottaram	IV th Rank in B.A Economics.
	Roshna Merin Reji	Light Music Competition II Prize
	Aswathy Zacharia	100M,200M Long Jump -2015
	SGT. Akhil Saju	BLC Koratty 2016
2013-14	SUO Manu .P.S	R.D. New Delhi-2014
	Jijo George	Best Volunteer-MG. Uty 2014
	John George & Abin Markose	Tennis ; III Prize
	Christy Susan Prasad	III Rank in Bsc. Zoology
2012-13	Tincy Tom	Kathaprasangam A-Grade
	Pranav P.S	Percussion-A Grade
	SUO Thomas Joseph	Participated in TSC-New Delhi

	Akhil.P. Raju	Short film "ODUKKAM"
2011-12	Sobhit Jose	Best Volunteer-MG.University
	Sobhit Jose	Represented M.G University in National Youth festival of Ministry of Sports and youth affairs at Mangalore; 12-17 Jan 2017
	Pranav P.S	Percussion-A Grade
	SUO Rameez Mohammad	R.D. New Delhi-2012
2010-11	SUO Chandana v.V	Participated in TSC-New Delhi 2011
	SGT Karun Hari	NIC West Bengal
	Pranav P.S	Percussion-A Grade

5.3.3 How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The College collects feedback from graduates annually, on the basis of which an assessment of their satisfaction is done to improve the quality of education. As a part of the process of collecting quality feedback, suggestions of the alumni, feedback from the PTA and a visitor's diary is taken into account to further improve the performance and quality of the institutional provisions. Major suggestions given by the students and alumni are studied by the staff council and remedial measures are taken.

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material?

List the publications/ materials brought out by the students during the previous four academic sessions.

- Every year the college union publishes a College Magazine containing the literary contributions of students belonging to different disciplines of the college. The college union invites genuine works of students, the editorial committee, headed by a senior teacher scrutinize all the works and select the best for publications.
- The College encourages students (preferably Post Graduates) to participate and publish research papers in both National and International conferences.
- The College has been publishing a journal "KEGEES JOURNAL OF SOCIAL SCIENCES" from the year 2012 onwards on biannual basis, with ISSN 0975- 3621.
- Manuscripts and in-house journals are published by the departments.

Departments	Name of the Magazine or News Letter
MGOCSM	Theertham
Commerce	Reflections
Commerce	THOOLIKA (Hand written Magazines)

5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes. The College has a Students Union constituted on the Parliamentary mode of election, according to the norms set by Lingdo Committee.

Selection Procedure

The College Union Election is done according to the University directions and guidelines, on non political basis. At the beginning of the academic year the Principal appoints a senior faculty member as the returning officer under whose supervision election to the College Union will be done on an impartial basis. The election process begins with:-

- publication of Election notification and Electoral roll
- Returning officer will act according to the election notification of the University
- Will accept nomination papers as Scheduled
- Scrutiny of nomination papers
- Publishing of list of valid candidates for each constituency (Class)
- Election of two class representatives from each class (gender wise)
- A meeting of all the class representatives is held and the office bearers are elected either unanimously or through secret ballot method.
- Student Council members take charge immediately after the oath taking ceremony.
- The Principal appoints two faculty members as Student Council Advisors in order to ensure the smooth functioning of the Student Council.

Constitution

■ Chairman ■ Vice Chairman ■ General Secretary ■ Councilors ■ Magazine Editor ■ Arts Club Secretary ■ Sports Secretary ■ Lady Representatives ■ Staff Advisors.

Activities and funding

Principal give awareness cum orientation to the members of College Union citing their Powers, duties and Responsibilities. The members of the council contribute much in encouraging students to participate in curricular and co-curricular activities.

- Through their interaction with students, they identify students grievances and help bring it to the attention of Principal or concerned authorities.
- Helps in the conduct of Onam and Christmas celebrations.
- Active participation in the conduct of the College Day, College Arts Festival and Annual Sports Meet, Merit Day, Seminars and Symposiums etc.
- Students who achieved laurels in various fields are honoured at the Merit Day.
- The members have representation in the various committees /cells like the IQAC, Mobile Inspection Squad, Jubilee committee, Students Grievance Redressal committee etc.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The Student Council (College Union) members are given representation in the diverse academic bodies of the College through which they are given an opportunity to support the authorities in the day- to- day

functioning of the College. Such a representation also offers a platform where the members can develop different qualities - leadership, organising capabilities, interpersonal relationships and skills like improved communication abilities etc. The College bodies with student representation are given below.

- Students' Grievance and Redressal Committee - Representing the student community, the College Union Chairman and the Secretary ensure that the grievances of the said community are given due importance.
- Mobile Inspection Squad - One student representative helps the faculty in making sure that students do not use mobiles within the campus.
- Anti Ragging Squad- to which Chairman and General Secretary are active members.
- IQAC - Through representation in this cell, the student community gets ample participation in activities to enhance the quality of the institution.
- Departmental Associations - The secretaries of the various departmental associations are elected by the members of the respective associations.
- Canteen Committee - Suggestions of the student representatives are taken into consideration while fixing the rate, menu and quality of the Canteen.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The institution has a healthy relationship with the alumnae and former faculty members. All the faculties participate in the alumni and general meetings of the College. The **Gregorians** has college alumni associations in almost all Gulf countries. Initiatives to start new units of 'Almass' are given great support and care. Over the years, our principals have visited these associations on their affectionate and faithful invitation. This helps to sustain a healthy rapport with them. The former students are actively involved in the well being of our institution. Each department facilitates the Almanac meeting at their convenience. Publicity for the same is done through press and electronic media.

Participation of Alumni

Former students who are now in good position and are willing to support the young generations in their alma mater are requested to contribute a lump sum for giving scholarships to brilliant and economically backward students. 8 scholarships of Rs. 77000 each are awarded each year. The College has rain water harvesting system with a storage capacity of 1,00,000 liters, which is an alumni sponsored project.

Participation of Former Faculty

Founding fathers of our institution have created a social service culture in the campus, now retired from service but still they are ready to be with us in all support programmes. They do frequent visit to the college and their concern for the college is a spirit in itself. They have instituted many scholarships on merit cum means basis which are really helpful to brilliant but poor students to continue their education. Total corpus fund of this scholarship programmes comes up to Rs..1,20000 and 19 students are getting scholarships out of it

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

The College Coat of Arms



Inspiring panoply of images, the coat of arms is a unique symbol that enlightens all.

The circle that binds the crest evokes and integrates the never ending flow of knowledge from person to person, from students to society, and also from generation to generation. The cross in the centre calls for self sacrifice. The luminous torch of wisdom that springs up from the open book dispels the darkness of inner spirit through education.

The motto on the college Coat of Arms "Duty Accompanies Right" invokes the conscience to perform the duties while enjoying the rights
Vision Statement

'To become a centre of academic excellence by imparting quality education'
Mission

'To develop the physical , spiritual, intellectual, moral and aesthetic power of students so that they may transform themselves into intellectually trained morally upright, socially committed and spiritually inspired men and women'

Motto

'We change lives by making dreams come true.'

KG College, Pampady was established in 1981, in the sacred memory of Kuriakose Mar Gregorios (Pampady Thirumeni), whose life was a glowing beacon of charity and compassion. The college is situated in a rural area where there are a large number of poor farmers, marginal laborers and socially backward communities. The forefathers of the college believed that the backwardness of the community living around Pampady can be reduced by giving value based quality education. Economic and social improvement takes place only when the physical, spiritual, intellectual, moral and aesthetic

capabilities are developed. The institution aims to build up intellectually trained, morally upright, socially committed and spiritually inspired men and women. Value based education alone can develop socially committed and spiritually inspired young men and women. Keeping in view the mission in mind the college is serving the community by giving the best possible services to mould quality conscious youth.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The college has a Central Governing Board, Local Governing Board, a Manager and the Principal at the top management level. Even though the college is affiliated to Mahatma Gandhi University, its management has ample role in the design and implementation of the quality policy and plan. Internal Quality Assurance Cell of the college is playing a pivotal role in the development of quality related policies in the institution. IQAC, consists of members from all departments, discusses all major issues in the campus and frame some policies to be followed. Since there are members from all departments are actively participating in all discussions, the issues discussed in the IQAC meeting reaches out to all staff members. The policies suggested by the IQAC are placed before the Staff Council of the college, where the Principal and the heads of various departments discusses the suggested policies. All serious issues are discussed at the staff meeting to ensure proper communication involvement of all the staff.

Every year a management team consisting of the manager and members of the local governing board visit the college and all the departments to assess the performance. This is an opportunity for the top management and the staff to discuss the challenges and frame new policies.

6.1.3 What is the involvement of the leadership in ensuring: The policy statements and action plans for fulfillment of the stated mission, Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan, Interaction with stakeholders, Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders, Reinforcing the culture of excellence, Champion organizational change?

When an organisation want to achieve a stated mission, there must be clearly stated policies and definite action plans. Policies are to be developed by the top management to ensure the achievement of goals. The top management of the College, consisting of the Central Governing Body, Manager, Principal and the IQAC are very actively involved in ensuring that the policy statements and action plans are capable of achieving the mission of the institution.

The top management committee of the college regularly meets to discuss the issues related to the college. They take feed-back from the Principal, IQAC and the staff for formulating action plans for the college. The principal of the college regularly communicate with the governing board

members and the manager. All these inputs are utilised by the management in framing institutional strategies. The annual visit of the Managing committee to the college for performance evaluation is an opportunity for interaction with the stake holders like staff and students. This interaction enables the management to understand the real needs of the institution and thereby the management is able make changes in the plan of action. The departments are expected to make presentation regarding the academic output, input requirements and student support programmes. The management has the opportunity to understand the inputs required for research and is able to involve in policy framing and plan implementation for reinforcing the culture of excellence.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

Plans and policies once framed are subject to changes in future. When there are some new issues, or some of the policies are found to be ineffective, new plans policies are framed. The central Governing council and the local governing council meetings are called periodically to monitor the plans of the institution. Principal is required to make presentation about the performance of the college, which provides periodical review of plans. All these enable the management to get information about the output in terms of plans and revise the plans or policies as the case may be.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Academic activities are to be planned and executed by the teachers. But an excellent leadership is essential for the success of the activities undertaken by the teachers. Principal is the immediate leader to the teachers in a college, who in turn will look for top management for leadership. Hence the leadership role executed by the top management is more critical. The top management of the college always motivates the staff to take up good academic activities, support in planning and resource mobilisation, give training programmes, permits staff to attend refresher and orientation programmes, etc. The management also motivates the staff to do research. The teachers are allowed sabbatical leave for doing research.

6.1.6 How does the college groom leadership at various levels?

Grooming of leadership is a purposeful and object oriented activity for the management of the college. There are many opportunities for the staff to prove their quality. The college is following a decentralized administration system where the authority and responsibility are delegated to different teachers. To be more clear, there are many clubs, associations and committees. Each of these are headed by teachers so that all the teachers will get the opportunity to act in different roles other than that of a teacher. More over, the roles assigned to teachers will be rotated on an yearly basis. Thus all teachers will get opportunity to sharpen their leadership skills. The management will identify best performing and committed teachers and will assign more responsibilities. This practice helps in grooming leaders for the future.

Similarly, administrative staff are exposed to different responsibilities and their skills are sharpened to take up higher order responsibilities in future. Students are also getting opportunities to improve their leadership skills. College unions are elected purely on a democratic style. Class representatives are elected from each class, who in turn will become a leader of the group. Many associations, clubs and committees are providing opportunity for the student to come to the lead roles.

Students leadership is groomed through, College Union, NCC, NSS, MGOCSM and Department Associations.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?

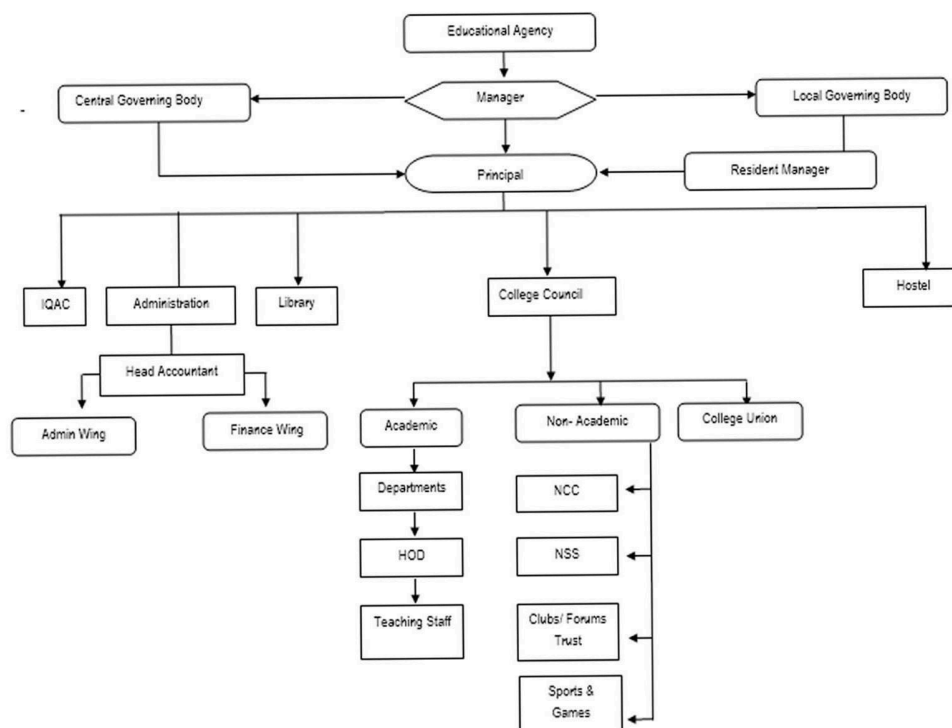
The principal and college council play a pivotal role in decision making regarding policy matters. All HODs are given authority to plan and execute the activities of each department, with the consent of the principal. The delegation of authority starts from the transfer of authority for the preparation of time table for the departments. There is a centralised time table committee in the college, makes common time table for the languages and open courses. The departments have the right prepare their own time table and run the programme without affecting the periods for languages and open courses.

The staff in all departments is given the authority to prepare the teaching plan for their courses. Hence, in teaching learning process, the teachers have absolute freedom to design methodologies of teaching and in conducting continuous evaluation

All departments have department level library committee, finance committee and the subject wise associations. The teachers in the departments are given the freedom to run the activities without violating the rules and regulations. This ensures decentralization of power and opportunity for all staff members involve in the activities of the college.

Different sub units of the college like, National Service Scheme, NCC, Nature Club etc are managed by teachers. Freedom is given to such coordinating teachers to take decisions regarding their sub units.

Organisation Chart



6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes. College encourages active involvement of the management staff, students and other stakeholders in the successful conduct of activities of the institution. The very structure of the management of the college shows the degree of decentralization and the openness of the institution to accommodate the views of the stake holders.

The manager of the college, who has the authority to manage the college, has delegated the authority and responsibility of managing this college to a local manager and the principal. Principal has given the authority to manage the day to day activities in the campus, which she has shared it with the staff council, consisting of all heads of the departments.

All policy decisions regarding the academic matters are taken in the staff council meeting, where the members have absolute right to share their views regarding the matter. All decision in the staff council is emerged on consensus and hence the members have the moral responsibility to work for the success of the decisions.

IQAC of the college, consisting of the representatives from teaching staff, administrative staff, local community and the alumni have a prominent role in shaping all decisions affecting the quality of educational service of the

college. Their suggestions are given due weightage in the staff council, local governing body and at the central governing body of the college.

All heads of the departments are conducting departmental staff meeting to collect the ideas and opinion of the staff members regarding the subjects included in the agenda of the staff council. The consolidated views of the staff members in the departmental level meeting are presented by the head of the department in the council meeting. Hence the staff members have a very good say in the decision making process of the college.

In addition, there are common staff meeting, where the staff members can raise their personal views about the issues under discussion. Similarly the non teaching staff also has the chance and right to represent their views on matters related to administration of the college. This kind of decision making ensures democracy and equality in the day to day management of the college. The management of the college believes that students, parents, alumni and the local people around the college have the right to say their views about the conduct of the institution. All issues affecting the campus life of the students are discussed with the students. Students Union of the college is a vibrant wing, who are the elected representatives of the students, have the right to represent the student's issues before the staff council.

Meetings of alumni and parents are considered as a wonderful opportunity for the college to take feed-back on the performance of the college and the suggestions given by them are the most important source of ideas for making plans of the college.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes. Our College has a well-designed quality policy. It serves as a guide for all of the activities of our college. Our college is committed to impart quality education to the students, enabling them to develop the right attitude, professional and academic competence and inculcation of ethical values. In pursuance of this objective, our college has established an 'Internal Quality Assurance Cell' which is entrusted with the design, implementation, evaluation, assessment, and up-gradation of quality policy.

Our quality policy is enshrined in our mission and vision statements. It is embodied in every activity and every plan undertaken by the institution. The founding fathers of the institution have designed some long run policies regarding the conduct of the institution and delivery of its services to the community. The foundations for all policy changes of the institution are based on those designed by our visionary leaders. Since an educational institution is passing through different issues, new policies are to be designed by us. We have a clear cut path and process for developing such policies. Since the most important stake holder of an education institution is the student community, the views of the students, their parents and alumni are given due care. Informal methods are followed by the teachers to collect the views of the students. Representatives of the students, student union members and student

leaders of various sub units of the college express their views on serious matters. Suggestions and comments offered by alumni and parents are also given due consideration for framing new policies. The IQAC of the college discuss in detail about the policy changes required or the need for new policies, considering the suggestions of all stake holders. The decision regarding this is forwarded to the staff council, which in turn will discuss the issue seriously and make suggestions to the governing council which is top authority to decide upon policy matters.

6.2.2 Does the institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes. The college has a perspective plan for development. Our plan for development evolves out of the academic and administrative requirements of the college and the society it serves. Its development initiatives are largely influenced by the requirements of the student community, university and the perceived needs of the society at large. As part of the development program, the college under the guidance of the 'Planning Board' has plans to expand its academic spectrum by introducing a few more degree courses at UG and PG level as well as to establish a research centre in Zoology department. The institution also has plans to expand its industry-related training by introducing some 'add-on' and applied courses in lines with the on-going courses in beauty therapy, accounting packages and communicative English. This institution also introduced environment related training programme in making and marketing organic manures and fertilizers by recycling local waste without using any chemical fertilizers, which is a stub-born initiative to support a sustainable agricultural industry in Pampady. With our expanding curriculum and student population it is natural that there are increasing demands for building space and other infrastructural facilities. We have plans to upgrade and augment our infrastructural facilities via discussions and decisions taken at IQAC, Staff Council and Planning Board meetings.

6.2.3 Describe the internal organization structure and decision making processes.

Principal of the college is at the top of the internal organisation structure of the college. She is assisted by the staff council comprising heads of all academic departments and two elected representatives of the staff. The administrative section of the college is headed by head accountant and the library is managed by a librarian. Different subdivisions of the college like NSS, NCC, Nature Club etc. are managed by teacher co-coordinators.

Decision making process of the college begins from the response of the students who are ultimate beneficiaries of our services. Their responses are observed by the teachers dealing with them and in the department level meetings the teachers make comments about their observations. The staff at the department forms a consensus about the matter under discussion and the head of the department is expected to express the views of the staff and their personal views at the staff council meeting. Normal day to day decisions are taken in the staff council meeting.

In case of strategic decisions, the IQAC of the college is expected to

play a vital role in providing all background information and consequences of implementing the decisions. The IQAC, comprises of the most vibrant members of the college, will discuss the pros and cons of all policy decisions and will submit their views on the issues under discussion. All academic decisions are finalized in the college itself. Decisions regarding infrastructural developments, involving investment are finalized at the governing council of the college.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.

Teaching & Learning

The teaching – learning process is facilitated through qualified, trained and experienced faculty. Apart from class-room teaching, students are encouraged to use library and internet facilities.

Teaching Plan: All the teachers of the college are expected to prepare teaching plan and submit it to the concerned head of the department. Since teaching process is well planned, the entire syllabus will be covered in time.

Student Centric Teaching: Teachers are acting as facilitators in the teaching learning process. The requirements of the students are given prime importance in designing teaching strategies. They are given the opportunity to interact with the teachers and peers. This gives a sense of confidence and enthusiasm towards learning.

Curriculum Enrichment Programmes: The curriculum designed by the Board of Studies of the University is expected to be adopted by the College. Since the university is following a top down policy for curriculum design, the taker's point of views are not considered. At the same time, curriculum revision of the University is not done frequently, it is essential to enrich the curriculum. For this informal feedback from the students are collected. Monthly academic meetings held at the department level, discuss the need for curriculum enrichment. Experts are invited to talk on topics suggested by the students and teachers to enrich the curriculum. Many respected professors, scientists and practitioners have visited the campus and interacted with the students.

Learning by Experience: Learning by experience is the most effective teaching and learning methodology. Students are exposed to practical and live problems to get a deeper understanding about the subject. This facilitated by organising investment game, case study discussion etc.

Student Support: Weak students are supported by a team of teachers and students.

Research & Development

Research has been considered as an important integral part of the academic endeavors in our College. The College promotes faculty participation in research by granting them leave, helping them in participation of faculty improvement programs. The Management of the institution has a policy of felicitating the faculty members acquiring Ph.D. degree. Staff

members' efforts are facilitated by the physical availability of computers, printers, internet facilities, even Wi-Fi in the staff rooms. Our librarian is well acquainted with sources of information. Staff members have also been given access to INFLIBNET. The commerce department of the college is an approved Centre for research under Mahatma Gandhi University. Faculty members of the institution serve as research guides in various colleges/ research centers in the state.

Faculty members of the institution are motivated to take up major and minor research projects of various funding agencies.

Community Engagement

Serving the local community is an important objective of our college. For achieving this objective, we have the following strategies:

- a) Support the local self government institutions in social issues like literacy, public health, cleanliness, pest control etc.
- b) Imparting training to women and unemployed
- c) Environmental protection
- d) Public awareness Campaign
- e) Blood Donation

The NSS Unit of the college organises programmes on health, hygiene, environment and literacy related programmes involving the local community including economically and socially backward classes. The N.S.S Unit of our college has always engaged our students in a number of meaningful activities and inter alia, most notable service is blood donation forum. In appreciation for their good efforts, our college NSS unit and Programme Officer have received the Best NSS Unit award for the year 2015-16 from MG University. During the academic year 2016-17, NSS unit has organised a health check-up campaign for students, and staffs of this institute.

Human Resource management

As an educational institution, the college has to manage a variety of human resources. Human resources of the college consist of students, teachers and non teaching staff. As far as employees are concerned, the task of the principal is to effectively manage them to tap the maximum benefits in the form of quality services. The strategies adopted in this line include:

- a) Motivation
- b) Training and Development
- c) Participatory Management

Students are the most prominent human resource in the campus. For managing them the following strategies are adopted:

- a) Academic development
- b) Social Orientation
- c) Value based education
- d) Soft skill Development
- e) Human relations skills

Industry interaction

Experts are invited from various fields to deliver guest lectures and industrial visits are arranged. Students are visiting many industries in connection with their projects and hence are exposed to industry. In addition, some programmes are organised in collaboration with some institutions like banks and insurance companies. These programmes are arranged to get in touch with industries.

6.2.5 How does the Head of the institution ensure that adequate information is available for the top management and the stakeholders to review the activities of the institution?

The Principal is the main link between the management and the rest of the institution. She interacts with the management formally at the working committee and governing body meetings. At these meetings she shares information and issues with the management. In turn, as and when required, she communicates matters to the staff. Our Principal follows an open door policy, and therefore has several one-to-one meetings with students, their parents, teaching and non-teaching staff and their committees. The Principal periodically forwards confidential reports of the entire teaching faculty regarding their performance to the management.

The students' feedback on various aspects of College facilities is regularly gauged and improvement plan as per the comments received are initiated. The institute collects on regular basis feedback from students on Quality of Education, Provision of resources etc. The feedback forms collected from students are analysed and improvement plan to enhance Quality of Education are initiated. The students feedback related to teaching learning process is communicated to faculty for improvement. Wherever possible, the institution plans for meeting with parents for briefing them regarding progress of students.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness of the institutional processes?

The management is always open to suggestions from all stakeholders in the college. They are always ready to give a listening ear to every staff member and help in whatever way they can. They are always ready to acknowledge work done and encourage all staff members to get fully involved in all the activities of the college. The Management through the Principal involves the staff members in various activities related to the development of the college. While introducing anything new to the teaching and non-teaching staff, the objectives of the College are communicated. There are different committees dealing with different activities of the college. These committees include teachers from various departments.

All the teachers get involved in the decision making process. When more powers are given along with responsibilities, they will produce. Orientation programmes are conducted every year for teaching as well as non-teaching staff members.

6.2.7 Enumerate the resolutions made by the management council in the

last year and status of implementation of such resolutions

The College Council has made several resolutions on academic, administrative and infrastructural aspects of the college. Some of the resolutions and their status are given below:

- a) Extent and modernise the library building:- Extension work has begun and is now nearing to completion. Estimated cost of renovation is 50,00,000.
- b) Acquire new software for the library and ensure complete automation of library: New soft ware has been purchased and digitisation work is finished.
- c) Reduce the use of conventional source of energy: The College has decided to reduce the dependence on Kerala State Electricity Board for power on a phased manner. Work on installation of solar panel has begun. College is trying to identify some well wishers to finance more investment in this area.
- d) Go for Rain Water Harvesting to avoid water scarcity: A batch of alumni has agreed to sponsor the rain water harvesting system of the college. The initial storage capacity is 1,00,000 litres and it is expected to add more storage capacity in near future.
- e) Maintain Strict Discipline in the Campus: Even though there is no problem regarding discipline in our campus, it is threatening to notice increasing violence in the campuses in Kerala. Hence, strict measures are taken to ensure discipline in the campus.
- f) Serve the Community by outreach programmes: National Service Scheme unit of the college, NCC and different associations have designed and implemented many extension and outreach programmes.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If yes, what are the efforts made by the institution in obtaining autonomy?

The Government of Kerala has decided not to grant autonomy to new colleges.

6.2.9 How does the institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

We have Grievance Cell for students and staff. There is also a Women's Cell to look into any matters of harassment. The grievance redressal mechanism is made clear to the students and staff. Grievances raised by the students are immediately reported to the Principal for further action. Once a complaint is received, the Principal will convene a meeting of the Grievance Redressal Committee and order for a detailed enquiry. The enquiry committee will study the issue and file a report to the principal, who in turn will issue an order. Provisions of the concerned statute empower the Principal to forward the complaint to the Police, if it is related to ragging or harassment. Complaints regarding academic matters are resolved within the department of the student. If the student is not satisfied with solution arrived at the departmental level, the student can move to the College level or to the University level. All grievances are addressed immediately on receiving the

complaint.

6.2.10 During the last four years, had there been any instances of court cases filed against the institute? Provide details on the issues and decisions of the courts on these.

No case has been filed against the college.

6.2.11 Does the institution have a mechanism for analysing student feedback on institutional performance? If yes, what was the outcome and response of the institution to such an effort?

Yes the institution has mechanism for analyzing student feedback. Feedback forms are distributed among the students to get their opinion about institutional performance. The IQAC and the Principal of the college make an in depth study about the student feedback and identify weak areas of performance. Discussion regarding the performance and weaknesses are organised in the IQAC and Staff Council. Remedial measures suggested by the IQAC are put up in the staff meeting and implemented immediately.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non- teaching staff?

A wide range of staff development programmes including leadership trainings were organised for faculty members as well as administrative staff. The institution also conducts conferences every academic year for the enrichment of teaching and non teaching staff. The institution collaborates with highly qualified resource persons for guiding these programmes. The teachers are encouraged to attend orientation/ refresher programmes (either as participant or resource person) conducted by various academies of national and international importance. Facilities and economic support are offered to departments for organizing national and state level seminars. The teachers of the college are also directed to participate in as many national and international seminars as possible, without affecting the primary duty of teaching. The faculty members are also motivated to take up major/ minor projects. The institution provides infrastructural facilities to teachers for carrying out research work. The management is very compassionate and accommodative towards the faculty members request for availing FIP/FDP. The research centre of Commerce serves as an example for proving platform for improving the quality of faculty members.

The staff development programmes organized by the institution focuses on the following core areas:

1. Leadership training
2. Soft skill development training
3. Modern research techniques
4. Value education

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training retraining and motivating the employees for the roles and responsibility they perform?

The institution has introduced effective strategies to train, retrain and motivate the employees for performing various roles and responsibilities. The teachers are encouraged to attend Orientation Programmes with leave-on-duty sanctioned by the college. During the current assessment period, six teachers participated in orientation programmes and four teachers in refresher course.

The college has organized a Neuro Linguistic Programme (NLP) for rejuvenating the faculty members. The institution also conducts annual conferences every for teaching and non teaching staff.

All the teaching and non-teaching staff has completed their mandatory requirement of participating in the annual conferences organized by the management for the enrichment of teaching and non teaching staff.

The management organizes a mandatory orientation programme for all the faculty members newly appointed which helps the newer faculty members to get involved and trained in the working of the College.

The faculties with leadership traits are given the opportunity to head committees and projects. The institution has full -fledged NCC and NSS units. The institution encourages the Programme Officers of NSS and NCC to undergo the orientation training with leave-on-duty sanctioned by the college. During the assessment period different departments organized five national seminars. The college provides infrastructural facilities for independent learning through the well equipped and well-stocked central library.

The institution provides opportunity for staff members to participate in exchange programs that help them to manage their work-life balance. The teachers are given opportunity to interact with government officials, NGO representatives, and professionals from other fields.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal

The system of evaluation mechanism present in the college for performance appraisal of the staff is four fold in nature.

1. Students' feedbacks about their teachers are obtained at the end of each academic year.
2. Parents' feedback about the college is collected during the annual meeting of the college.
3. Programme-wise result analysis of the results of university examination is conducted at the end of each academic year.
4. Self-appraisal form filled by each faculty member and non-teaching staff is collected at the end each academic year.

The feedbacks and appraisals are critically assessed by a committee of Principal, coordinator of IQAC and head of the departments. The Principal collates the feedback and appraisals and informs the faculty members of the general comments and the individual faculty about course-specific comments. The principal also prepares a summarized form of feedbacks along with

comments made by the HODs and are forwarded to the resident manager for taking additional measures to improve teaching and learning.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Performance reports are analysed for identifying the strength, weaknesses opportunities and challenges. Weaknesses are identified to plug them for the better future of the institution. Management of the institution has acted proactively in many fundamental issues faced by the College. For instance, all stakeholders had a serious complaint about the limited facilities available in the administrative office. College was in short of class rooms and furniture too. With the support of the UGC, a new administrative block is built up at a cost of Rs 2 Crores. Another building for self financing courses were also built up at a cost of 1 Crore. Another weak area noted by the management, which was also raised by the NAAC peer team was the limited facilities in the library. The management has decided to renovate the library and complete the automation process.

The management of the college is always interacting with the stake holders through different meetings. The management committee visits the college annually to assess the performance and their decisions are communicated to the staff. Local manager of the college used to visit the campus frequently and communicates with all stake holders. As far as academic performance is concerned, the decisions are communicated to the concerned person or group as the case may be.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Following are the monetary and no-monetary welfare schemes provided by the institution for its employees.

1. State Life Insurance (SLI) and Group Insurance Scheme (GIS) for permanent employees.
2. Provident Fund (PF) for permanent and contractual employees
3. ESI scheme for non teaching staff and contractual employees
4. Maternity and Paternity Leaves
5. Housing Loans
6. Interest free personal loans to non-teaching staff and contractual employees
7. Act as a Guarantor to loans availed by the college staff from banking institutions

The functioning of the Staff club in the college campus helps to cater the recreational needs of the staff members. The Club conducts annual tour for its members, among other notable programs during festivals. It also takes initiative role in running charity oriented activities. The functioning of the staff club helps to strengthen the interpersonal relationships and ensures cordial rapport between the staff members. Besides this, a separate association for non- teaching staff is also actively functioning in the college. The following associations also are actively associated with the college.

- a) Associations for Retired Teachers (ART)
- b) Associations for Retired Ministerial staff (ARMS)

Apart from association activities, the college itself offers Yoga classes and relaxation techniques for teaching staff that aims to release regular stress and to ensure physical fitness. The institution has a policy of appointment under the 'Dying-in-Harness Rule, (Compassionate Appointment)'.

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

The college encourages employment applications from all qualified persons. The management of the college gives priority to highly qualified candidates with good track record in research. Following are the favourable conditions that attract eminent faculties to the campus:

- a) An exceptionally good teaching learning environment, which is not so available many other campuses in Kerala.
- b) Excellent inter personal relationship between all the staff members. It is like a family
- c) Excellent student teacher relationship
- d) Very good support from the local people
- e) Very good facilities for research and teaching

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The college has an institutional mechanism for effective and efficient deployment of financial resources. The Management of the institution has its own mechanism to monitor the allocation and utilization of funds sanctioned by various funding agencies. The Management has appointed a local governing board to monitors the financial affairs of the institution in addition to the internal arrangements as discussed below.

This institution maintains proper books of accounts which are managed by a team of Superintendent of Finance and a senior faculty deputed by the principal. Each academic department of the college maintains Department accounts separately. A faculty member from each department has assigned the task of maintaining their departmental accounts. The Head of each departments cross-check and verify the authenticity of the books of accounts maintained at respective departments. The Programme Officer and NCC Officer of NSS and NCC units, respectively, preserves the accounts related to the functioning of NSS and NCC units. These records are subject to the external audit by an external agency appointed by their respective organizational authorities. In lines with this, the Director of Physical Education also maintains the accounts of PD.

In order to ensure complete transparency in the utilization of financial resources, major purchases and expenditures are made only after inviting requisite number of quotations from qualified vendors. The quotations were

properly scrutinized and the most appropriate vendor will be selected for execution.

6.4.2 What is the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The institution adheres to a sound system of internal audit which conducted at the end of every academic year. In order to ensure the accuracy and genuineness of transactions, the institution conducts a mutual auditing and inventory valuation at the end of every year. Similarly other books of accounts : management accounts, PD accounts, NSS accounts, and NCC accounts are also subject to internal audit.

Besides this, payment towards each bill/ voucher exceeding specified limit is sanctioned either by the Principal or by the Superintendent of Finance, which acts as an internal check.

The accounts are audited by an external agency after the closure of the financial year. The Accounting Authority from the Audit department does the external auditing of the college accounts and gives suggestions for improvement in the maintenance of accounts. Our institution is prompt in attending the audit objections, if any. However, there were no audit objections in the last audit which was successfully completed on 31 August 2016. There are no pending audit objections standing against the institution.

6.4.3 What are the major sources of institutional receipts/ funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/ corpus available with institution, if any.

A major part of the financial resources are obtained from the government under the Grant-in-aid scheme. The institution also received grants from UGC. The institution mobilizes additional financial resources through tuition fee, voluntary contributions from students and parents, and contribution from alumni and well wishers. The main financial obligation of the college, that is, the salary of the staff is met by the state government. The fund received from the Government is also utilized to meet the expenses of the College Library, Science Laboratories and the Department of Physical Education. The activities of the National Service Scheme in the college are funded by the Ministry of Sports and Youth Affairs. The deficit in the college fund, if any, will be met by the Management.

6.4.4 Give details on the efforts made by the institution in securing additional funding and utilization of the same (if any).

The UGC provides additional grant for infrastructure development and equipments to the institution. The college has applied for grants from UGC, under PG Development Grant, Minor Research Project Grant, and Major Research Project Grant. The institution is making a lot of efforts to get additional funds from UGC for catch-up grants (building, books & journals and equipments), establishment of Network Resource Centre (Computer,

Printer, UPS, software, and internet connectivity) and remedial teaching. The college has requested and was sanctioned an additional assistance from UGC during its XI Plan. The grant amounting Rs.15,21,000/- was received by the institution in 2014 and it was utilized for the purchase of equipments like generator, inverter, laboratory equipments, software etc.

The institution is also making efforts to secure additional funds by approaching the alumni and other well-wishers for its further expansion and development.

6.5 Internal Quality Assurance System

6.5.1. Internal Quality Assurance Cell

An Internal Quality Assurance Cell (IQAC) was established in the college as per the recommendation of the National Assessment and Accreditation Council and it comprises members from the faculty, the management, administrative staff, alumni, students and external educational experts. The members of IQAC meet regularly, assess the functioning of the College and propose suggestions for improvement. It thus ensures a steady improvement in the quality of education. Recommendations made by the IQAC are approved by the management.

a. Has the institution established an internal Quality Assurance Cell (IQAC)? If 'YES' what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the college has an Internal Quality Assurance Cell functioning from June 2010

The KG College strives for changing the life of young men and women through providing quality education. For achieving our objectives, we have definite policies with respect to every aspect affecting the quality of education. In essence, it is the policy of the institution to provide the top quality education with a human touch. Our educational policies are based on value system, which is imbibed from our forefathers. The students who join with our institution expect a quality standard and it is the responsibility of the institution to assure it every aspect of life in the campus.

Since there is a general policy regarding quality assurance, it has its reflections in all decisions influencing the quality of education in the campus. The internal Quality Assurance Cell is always referring the institutional policies while taking decisions regarding teaching learning, curriculum enrichment, research, student support and in extension. Hence all policy decisions are greatly influenced by the institutional policies.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

All most all major decisions of the management of the college are based on the recommendations of the IQAC of the College. Some examples are cited below:

- a) Construction of Administrative Building

- b) Construction of Self financing Block
- c) Digitisation of College Library
- d) Extension to library building
- e) Application for new PG programmes
- f) Conduct of Course work for research scholars
- g) Curriculum enrichment programmes
- h) Advanced Learners Forum
- i) Efficient Conduct of Continuous Evaluation System
- j) Strengthening of student support programme
- k) Adaption of Renewable Energy
- l) Water Harvesting system.

c. Does the IQAC have external members on its committee? If so mention any significant contribution made by them?

Yes. The IQAC has four external members on its committee.

Fr. Mathew K John (Management Representative)

Sri Mathachen Pampady (Panchayat member)

Sri. Shaji K Thomas (PTA president)

President, Alumni Association, KG College.

The external members of IQAC are not academicians and hail from different fields of life. Hence, they have a different view on each and every aspect discussed in IQAC. Since these external representatives have practical experience in many fields, their suggestions are found to be very critical. Such suggestions made by them helped a lot in understanding the common man's view on all aspects. Their suggestions were highly helpful in the developmental activities of the college. In addition, they have supported us in identifying contributory factors for our projects like water harvesting, solar energy etc.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Students and alumni have been given adequate representation in IQAC. Student representatives bring to the notice of the authorities the need for innovative activities and programmes on the campus. Alumni share their experience and take lead role in introducing changes. The feedback collected from the alumni is of immense value while considering future plans of action.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

IQAC of our college is a team comprising teaching staff representatives from different departments, representative of the PTA, representative of the local community, students and alumni. The cell has a notice board, where information regarding the achievements of the college, staff and students are exhibited. It is also used for exhibiting the proposed programmes of the IQAC. New developments in the field of science, technology, business and education are brought to the notice of the students and staff.

Decisions regarding the conduct of seminars, conferences, workshops etc for the staff are sent as notice through the Principal, who is the President of IQAC. Word of mouth is found to be the most effective method of

communication for us as there is strong bondage between all the staff members. Modern technology is also used for communicating with the staff.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If Yes give details on its operationalisation.

The IQAC is a major body constituted to ensure quality in academic activities. The principal and college council are primarily responsible for evaluation and monitoring of the regular academic and administrative activities. The college is also monitored by the educational agency, His Holiness Baselius Marthoma Paulose II, the Corporate Manager, HG Dr. Thomas Mar Athanasius, the management committee and the local governing board. The management conducts an annual evaluation of the institution by visiting each department and administrative wing, checking and evaluating performance report provided by them.

In an institution like ours academics and administration cannot operate as separate water tight compartments. Hence there is a sound framework for integrating quality assurance in academics and administration. Internal Quality Assurance Cell is expected to advice the staff council and the governing council in matters related to the quality of life of students in the campus. These decisions are sometimes related to administrative affairs. Hence, the IQAC, while discussing the matters related to administrative aspects will invite their representative to attend the meeting express their opinion. At the same time, the head of the administrative office is acting as a member to the staff council. In this way quality assurance in academics and administration are integrated.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedure? If yes, give details enumerating its impact.

Yes. The institution encourages the training of its staff members for the effective implementation of its Quality assurance procedures. The college has provided various training programmes to ensure quality assurance in many areas. The training provided to the staff include, computer proficiency programme, research promotion programme, training on question paper setting etc. All these programmes helped a lot in maintain/improving the quality standards of the staff.

6.5.4 Does the institution undertake academic audit or other external review of the academic provisions? If Yes how are the outcomes used to improve the institutional activities?

Yes. The college conduct internal as well as external academic audit. Annual internal Academic Audit is conducted by the management team comprising of the Manager of the College, local manager, a governing board member and the Principal. The team used to visit all the departments and physical facilities and utility centers. The departments are expected to make a presentation regarding their performance and achievements for the previous year. The team will examine team will make comments about the strong and weak areas and make suggestions for improving the performance. Good

performances are publically commented in a meeting and special rewards are given to achieving departments.

External academic audit is arranged by the IQAC of the college. The audit team comprises of experienced professors from University departments and other colleges. The team will make in depth study about the performance of all the departments. Since academics of high repute are making this exercise, it is highly useful for teachers in designing curriculum enrichment and student support.

6.5.5 How is the internal quality assurance mechanism aligned with the requirements of the relevant external quality assurance agencies / regulatory authorities?

The internal quality assurance mechanism of the college is completely aligned with that the quality assurance mechanism of the NAAC and UGC. Quality assurance areas are basically divided into seven groups as is divided by the NAAC. Each aspect and sub aspects suggested by the NAAC are adopted as such in our quality assurance mechanism. The broad areas of quality assurance are:

Curriculum design and development:- Since ours is an affiliated college, we don't have freedom to design our own curriculum. But still there is enough scope for curriculum enrichment, which we are executing.

Teaching Learning and evaluation:- The college is adopting modern as well as conventional strategies. Peer learning, advanced learning strategy, cse study, learning by experience are the main strategies adopted by us.

Infrastructure and Learning Resources:- Strategies related to infrastructure and learning resources are included in this group.

Student support and Progression:- This field deals with the quality of the support mechanism offered to different groups of students
Governance and Leadership deal with the quality of management of the organisation.

Innovations and best practices are also promoted in our college.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The College has a mechanism to review the teaching learning process in practice. The feedback from students reveals the teaching strategies adopted by teachers and its acceptance among students. Since, students are the end users, the acceptance of a strategy among them is an indicator of its effectiveness. Those strategies not so appreciated by students are discarded based on recommendations from the principal.

The external academic audit is an important opportunity for the teachers to listen to learned professors from universities about the modern

trends in teaching learning processes. Such professors have advocated, peer learning, collaborative learning, discussion of research papers in class rooms etc. These changes brought in better attention and participation from students. We have continuous evaluation system where the performance of the students is evaluated on continuous basis using internal examination, seminars and assignments. The performance of the students in the continuous evaluation process is considered as an indicator of the learning outcome. A close monitoring of the results of internal evaluation is in place. Parents are invited to assess the performance of the student in the presence of the student so that the student as well as the parent can express their opinion about the quality of teaching and learning. Most appreciated strategies are extensively used and most criticized/poorly rated strategies are avoided in future.

The heads of the departments are also playing a vital role in reviewing teaching learning processes. As the head of the unit, they have access to data regarding the performance of students in different subjects. This facilitates comparative performance of different teachers in teaching learning process.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Institution has different strategies for communicating its quality assurance policies and mechanisms to internal and external stakeholders. They include:

- a) Publication through college notice board
- b) Reading notice in class rooms
- c) Common announcement in the college
- d) Publishing through the web site of the college
- e) Including in the students hand book
- f) Publish through prospectus of the college
- g) Department level meetings
- h) Class wise meeting
- i) PTA meeting
- j) Alumni Meeting

CRITERIA VII

INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENTAL CONSCIOUSNESS

Environmental degradation is at the peak point in the present world and the issues like global warming, depletion of the ozone layer, increase of waste and the growing rate of lifestyle diseases create tension among the philanthropists in the world. It is the responsibility of the higher education institution to inculcate ample awareness among the community they accommodate and represent and direct them to adopt sufficient measures to preserve and conserve the nature, which is essential for the survival of all the things in the Universe. The college has made many efforts to stabilize the up gradation of nature not only in the campus but the selected areas where its extension activities are going on.

7.1.1 Does the institution conduct a Green Audit of its campus and facilities?

The sprawling green campus is located in the midst of diverse flora and fauna. It is an eco-friendly area with innumerable trees. The college has conducted Green Audit with the help of Tropical Institute of Environmental Studies [TIES]. The following measures are taken to keep the campus green:

- Separate waste bins are placed inside the campus for the disposal of bio-degradable and other wastes.
- Planting of tree saplings every year in the campus and nearby areas.
- We promote a plastic free campus by awareness given through public announcement system.
- Boards are installed bearing messages to avoid plastic and pollution
- Our institution is part of “Smart Kottayam” project. The project aims to utilize plastic for other purposes and preserve the environment.
- As far as possible constructions in the campus are made at areas where destruction of trees are zero or minimum. Compensatory planting are done if it is inevitable to cut down trees.
- Vermi-compost is maintained by the Department of Zoology. The biodegradable wastes are converted into fertilizers. The manure so developed is utilized for the plants here.

7.1.2 What are the initiatives taken by the Institution to make the campus eco-friendly?

Several measures have been taken to keep our campus eco-friendly.

- All the trees in the campus are accounted and protected by putting tag bearing its botanical and local name.
- Cultivating vegetables in spare land following organic farming method.
- Butterfly Gardens are maintained in the campus under the initiative of Department of Zoology, NSS and Nature club.
- Environmental Day, International Earth Day are observed with various activities like planting of tree saplings, environmental quiz, essay writing, poster designing etc.
- The use of flex printed banners for programmes are discouraged and advised to use other materials which are eco-friendly.

- Incinerators are provided in the college women's rest area and hostel for eco-friendly disposal of sanitary napkins.
- Waste disposal units are established at various points inside the campus to avoid littering.
- Boards bearing messages about the importance of keeping the campus eco-friendly are placed inside the campus.

Energy Conservation

Kerala state has shortage of electric energy and therefore conservation of energy is very essential.

- Inspection and maintenance of electronic wires and appliances in time, helps to avoid power wastage.
- Staff of the college is acting as role models in conservation of energy by avoiding waste of energy in staff rooms, office and in labs.
- Replaced high energy consuming equipments with energy efficient equipments.
- The college is moving towards the concept of green architecture. The shape, size and position of the windows are designed to ensure natural light and free flow of air. Hence our buildings and classrooms have ample natural light and ventilation, thereby reducing power consumption to a considerable extent.
- Stickers are displayed in classrooms near switch boards reminding students and staff to switch off power immediately after use.
- The class leaders are instructed to check whether the fans and lights are switched off when the students are not in the classroom.
- Uninterrupted power supply is maintained through generator installed in the college campus and in the hostel. To avoid damage of instruments through voltage fluctuation, stabilizers and UPSs are used. There are many UPSs of varying capacities to meet the needs of the college.
- The use of LED/LCD monitors and CFL/LED bulbs help to save energy.
- The wastage of water through leakage and by the breakage of pipes is minimal in the campus because the service of plumbers on a regular basis ensures the efficiency of water distribution in the college.

Use of renewable energy

- The college is producing 30KV of electric energy by tapping solar energy by utilising the subsidy provided by ANERT. Since the college is producing a part of its own energy requirement, the cost of electricity is reduced considerably.

Water Harvesting

- The college is situated at the heights of "Kilimalakkunnu" where scarcity of water is a bothering issue. The chief source of water for the college, hostel and nearby charity institution – Asha Kiran – is from two ponds situated five hundred meter downhill. Pond recharging system is developed to maximise the availability of water. At that place a pond recharging system has been arranged.
- Rain water harvesting- The College has rain water harvesting system with a storage capacity of 1,00,000 litres, which is an alumni sponsored project. The college is planning to have more such systems in future for which the PTA is trying to identify sponsors.

Efforts for Carbon neutrality

- Efforts are made to make the campus plastic free.
- Campus is declared as Green Campus.
- Our campus is rich with greenery. We preserve the existing trees and plant new saplings.
- National Service Scheme, Nature Club and Department of Zoology are maintaining a butterfly garden in the College.
- Saplings were planted by various dignitaries visited the college on special occasions.
- The available land have been utilized to the fullest extent in a nature friendly way. Commercial crops like rubber, coffee and pineapple have been planted in certain areas.
- Vehicle entry and exit are restricted during working hours.
- Auditorium is built according to the Larry Baker Model of construction.
- The institution is located away from rush road and therefore the rate of pollution is very less in our campus.
- Message from the Principal through public sound system is given to avoid littering of waste in the campus.

Plantation

- Department of Zoology maintains medicinal and flowering plants in pots in front of the department.
- The campus is adorned with trees of different species most of them are flowering.
- NSS unit of the college habitually plant saplings at the places where special camps are conducted.
- Environmental Day is observed every year with planting of tree saplings and distribution of saplings among college community.
- NSS and Department of Economics initiated organic farming in the campus. The harvested pesticide free vegetables were distributed through auction inside the campus.
- Rubber, pineapple and coffee are planted here. Coffee powder made from the coffee plants in the campus is used in the college as well as distributed among staff at a reasonable price.
- Plantain, ginger, tapioca, elephant yam etc are cultivated in the campus.
- The manure from Vermi-compost is utilized in the gardens. Excess manure is sold outside.
- The Department of Zoology observed World Nature Conservation Day on July 28, 2016. Seminars and presentations were held during the occasion.
- The NSS unit of the college in association with Forest Department provides plants to the college community and the neighbourhood every year.
- Seedlings and saplings were planted in public places by the volunteers of the NSS unit.
- The college has a nature club, “The Earthians”, to create environmental awareness among the students and the faculty and to instil in them love and respect for nature.

Hazardous waste management

The generation of hazardous waste in the college is mainly from the Chemistry Lab. The lab technician and the teachers concerned are well aware about the chemicals they use daily.

- Acid and alkali waste are released into the environment only after making it environmental friendly by dilution with plenty of water and neutralisation using very dilute alkali or acid.
- Neutralization can be monitored by pH meter or litmus papers.
- Corrosive and hazardous acids are stored in separate shelves.
- Students are made aware of the disposal of different categories of waste generated in the Lab. They are given clear instructions to dispose the broken glass waste and chemical waste in the respective waste receptacles.

E-waste management

- Switching off CPU and other appliances during long periods of inactivity to enhance the life of devices
- Use of LCD instead of CRT monitors.
- Refill inkjet cartridges and laser toners are used.
- The hardware resources are utilised to the optimum extent. Hardware components of the faulty systems are integrated to upgrade other systems.
- Regular servicing of the appliances is done in time by licensed dealers.
- Systems with longer guarantee period are selected.

7.2. Innovations

7.2.1. Give details of innovations introduced during the last four years, which have created a positive impact on the functioning of the college:

1. **Thursday Forum:** It is a forum of highly motivated students. In every first Thursday of each month the members of this forum join together in the seminar hall to share their views about the recent developments. Young achievers are invited to address the students and motivate them.
2. **Production of Renewable Energy:** Solar energy system with 30 KV is installed to reduce dependence on conventional source of energy.
3. **Fast a Day, Feast your Friend:** The College had introduced free noon-meal programme for deserving students. At the beginning, arrangement was made with the college canteen for providing lunch. Later, it was changed to providing money to the pupil identified. Money is collected from each student on a particular day announced in advance and the corpus of fund is divided among departments. It is done through religious student forum of the college called MGOCSM.
4. **Student Support Programme:** Departments identify students who are weak in their studies and special coaching is given to such students. A group of 10 to 12 students are entrusted to teachers to help them in their studies. Special attention is given to students from economically backward family, SC/ST students etc. Additional study aids are also given to help the students learn and revise what they have learnt. The efforts of the college are integrated through an internal co-ordinator.
5. **ICT assisted teaching-learning process:** All departments are equipped with laptops and LCD projectors. Projectors are installed in several classrooms which are ready to use when required. Teachers and students make use of these equipment in their teaching learning process.
6. **Value Based Education:** Education without imparting human values is a menace. Recognising the importance of value based education, the college conducts formal value education classes once in every week. Each class is divided into two groups and one teacher engages each

group during the said session. Students are given opportunity to share their ideas, opinions and experiences in such classes. It helps them to view life in a broader perspective and to develop a culture of consideration for others.

7. **Campus to Community Programmes:** National Service Scheme of the college has the track record of winning the coveted position of '**Best NSS Unit**' in MG University for the last three years on account of its extension services to the community. They are participating in all programmes of the government of Kerala and the local bodies in Pampady. They have already conducted three extensive surveys for the Pampady Gram Panchayat and are regularly maintaining a medicinal plant and fruit garden in the office of the District Collector, Kottayam
8. **Advanced Learners Programme:** It is an innovation in the field of teaching and learning process. Highly ambitious students are identified by the mentors and special coaching is given in emerging and advanced areas of their interest. This programme helps the students to learn beyond curriculum and identify emerging areas of higher studies.
9. **Peer Learning Programme:** It is a noble venture to support the slow learners in the campus. Brilliant and socially committed students are identified by the mentors to act as leaders. Five to six students are allotted to each leader who in turn will teach the slow learners and report back to the mentor.
10. **Eco Friendly Campus:** Being a college in a rural area, we are blessed with many trees around the buildings. The college community tries to protect all the trees and is adding more by planting new saplings every year.
11. **Mega PTA:** We are privileged with a strong Parent Teacher Association. The Association productively took part in the operations of the college. Many of the infrastructural facilities are developed by the effective co-operation and contributions made by our PTA. PTA general body meeting is formally arranged once in a year in which parents turn up with nearly hundred percent participation. Plan of action for the coming year is discussed by the executive committee formed from the general body. The action plan is declared in the general meeting. A session of addressing the gathering is arranged the same day. Eminent persons from various fields are invited for handling such sessions.
12. **Continuous evaluation:** Departments conduct written and oral tests, home assignments, project works, seminars, and paper presentation on a continuous basis. The college as a whole conducts two internal examinations in each semester for each programme of study.
13. **Centralised Internal Exam Management Centre:** A centralised internal exam management system has been constituted for the smooth and efficient conduct of internal examinations. Two internal examinations are conducted in each semester utilizing the facilities of the centre.
14. **Scholar Support Programme:** Students who excel in various aspects are identified and special mentoring is given to them to make them self-aware and to help them achieving their goals. Teachers act as internal mentors. External mentoring also is given by hiring

- professionals from outside. All these activities are co-ordinated by an internal programme co-ordinator.
15. **Coaching Classes:** Coaching classes are regularly organised in the college to prepare students for competitive examinations. This is done in tie up with institutions providing such classes.
 16. **Merit Day:** The College conducts Merit Day celebrations to honour and encourage students who have achieved excellence in academic and co-curricular activities through endowments and scholarships sponsored by the PTA, Retired Teachers, various departments of the college and Alumni Associations.
 17. **Add on Courses:** In order to help students acquire an employability skill and knowledge, add on courses are conducted in the college. Tally, Beauty Therapy and Communicative English are the certificate courses presently running in the college.
 18. **Monthly Attendance Report:** Each Department of the College publishes monthly attendance report of the students. Absenteeism is regularly monitored and curative steps are taken.
 19. **Smart ID card:** The College has introduced ID card for students and staff embedded with microchips for the smooth functioning of the digitalized central library.
 20. **Placement Cell:** The Placement Cell has established healthy links and networking with leading companies to offer the best possible placement opportunities to students. Many students have gained placement through campus selection. Necessary counselling and training is given before the placement drive.
 21. **Research Journal:** KEEGES Journal of Social Sciences is a bi-annual publication of the college. Workshops and seminars are organised by departments for keeping abreast with new developments in their respective fields.
 22. **Media Centre:** The Media Centre of the college functions to provide interactive talks and intellectual discussions with eminent personalities from various fields.
 23. **Parliamentary Mode Election:** The College has adopted the parliamentary model election to the College Union. This system helps the students to understand the parliamentary democratic culture of our country.
 24. **Communicative Programme & Prayer:** Every working day begins with Morning Prayer. Messages are given to the college community on important days through the college public announcement system. Weekly meetings are arranged by MGOCSM unit which is secular in nature.
 25. **College News Letter:** MGOCSM unit of the college annually publishes a college newsletter named "Theertham" highlighting the achievements of the college. Research and postgraduate department of commerce also publishes a newsletter 'Reflections' during the year.
 26. **Grievance Redressal Mechanism for Internal Assessment:** The College has a well-structured grievance redressal cell at the college and department level to address grievances related to internal assessment.
 27. **Management Review Committee:** The College Management has constitutes a management review committee under the chairmanship of the college manager to annually review the activities of the college. It

acts as a monitoring mechanism for quality enhancement and excellence. The committee meets the Principal and all staff members of the college at least once in a year.

28. **Residential Orientation Programme:** The Management conducts residential orientation programme and one day workshop for the newly appointed teachers. The objective of the programmes is to equip the teachers with the latest teaching methods, pedagogy and learning technology so as to fulfil the mission, vision and objectives of the institution.
29. **Celebrations:** Onam, the state festival of Kerala, and Christmas are merrily celebrated in our college. Onam sadhya is a cherishing memory for everyone as the college community as a whole sits together for the big ceremonious luncheon. The message of Onam – oneness- gets inscribed in our minds. Christmas also is celebrated by the community together with carols, message and cake cutting. Both are strong models of secularism, unity and religious tolerance.
30. **Additional Skill Acquisition Programme:** Selected students of our college undergo training programmes organised by Government of Kerala and engage students of higher secondary schools and colleges with remedial English coaching and computer studies.
31. **Maintenance of Master Register:** It is the most effective Management Information system adopted in the college. All departments are given a separate register for recording all activities undertaken by them during a year. Hence, the Master Register acts as an important part of the information system that can be used at any time.

7.3 Best Practices

7.3.1. Elaborate any two best practices

1. Campus to Community Programme

Goal of the programme:

The College is founded in the name of Kuriakose Mar Gregorios, our patron saint, who served the community with compassion. The founding fathers of the college established the college with the objective of changing the life of people by quality education. It also aims to serve the local community who did not get the chance to get educated in this institution. Hence the campus to community programme of the college *aims to enhance the standard of life of the poor people around Pampady Gram Panchayat.*

Context:

Pampady is a rural area where majority of the population depends on agriculture and casual labour for their bread. An educational institution operating in such place without touching the lives of the poor is meaningless. Hence, the campus to community programmes of the college is dedicated to poor neighbours.

About the Programme:

The campus to community programme aims to uplift the quality of life of the people around the College. Keeping in mind this objective, the

following activities are undertaken by different groups of students, teachers, alumni and PTA.:

a) Support to Ashakiran:

Ashakiran, a palliative care unit, situated very close to the college, where old orphans are accommodated. The college is regularly supplying water for the use of inmates. Students and teachers of the college regularly visit Ashakiran, provide food items for them and also treat the patients with care. The students serving the poor orphans are found to be dedicated, compassionate and have developed a sense of commitment to the society.

b) Support to Local Self Government

Volunteers of NSS and NCC are very actively associating with all government projects undertaken by the Pampady Gram Panchayat. The volunteers have already undertaken three mega surveys for the Panchayat. The volunteers have undertaken a health survey in connection with Suchithva Keralam Project, a Socio Economic Survey of the Panchayat and a Financial Literacy Survey. The students are benefited by having a clear picture about the realities of life and developed their ability to deal with different kinds of people.

c) Jandhan Yojana

Pradhan Mandri Jandhan Yojana is a scheme of financial inclusion propagated by our Prime Minister, Shri Narendra Modi. The success of this scheme depends on the participation by the marginalised communities, which is influenced by many factors like their awareness, level of financial literacy etc. Students of the department of Commerce identified that the objectives of financial inclusion can be achieved through targeting young boys and girls from marginalised families who are studying schools and colleges. The students, in collaboration with Canara Bank, Pampady organised a financial literacy cum account opening campaign. The bank officials are invited to visit the campus; they talked about the scheme and distributed application for SB account. The students supported the applicants in submitting applications, getting debit card, and using it in ATM Counter. More than 150 students became customers of banks.

d) Blood Donation Club:

Urgent need for blood to patients or those met with accidents in Pampady Panchayat and nearby places is met by the young boys and girls of the blood donation club of the College. Donors are identified by the volunteers by a net work system and the people who are in need of blood are required to make request before the faculty in charge of the NSS Unit. Blood is donated on daily basis and a donation camp is organised. During the last year alone, 140 students have contributed their blood.

e) Shelter for the Poor:

In association with Jubilee of our Patron Saint, the local church is constructing houses for the poor who don't have own house. So far fifty houses are constructed and donated to the poor. A large number of students and our alumni are associated with this noble venture, In addition, the NSS

Unit of the college with the support of the staff has constructed a house for a poor student at a cost of Rs. 500,000

f) Home for Our Family Friend:

The college community together has constructed another house for a daily wage earner employed with the college. The entire cost of construction is met by the staff and students.

g) Adopted Village:

The NSS Unit of the college has adopted a ward (Neelianickal) in Pampady Gram Panchayat. The entire socio economic developmental activities of the village are undertaken by the volunteers of the unit. Health check up camps, health survey, epidemic prevention campaign, employment training camps, provision for sanitation etc. some of the activities undertaken for the poor villagers.

h) Renovation of Taluk Hospital:

The Student Union of the College has organised a Carnival in the College to raise the fund for the renovation of the pharmacy block of the hospital. Artists from different schools are invited to present their talents on a stage which is specially arranged for the carnival. Food stalls were arranged in college and the students, teachers and local public got the opportunity to listen to the artistic programmes. Surplus money collected from the food stalls became the seed money for the renovation of the hospital building.

Evidences of Success: The success of any programme is measured on the basis of the outcome of the programme. The college community, while introducing these under the campus to community initiative aimed to support the poor in the immediate vicinity of the college and there by learn some good lessons out of it. Both these objectives are met. The response of the local people in all the programmes really motivated us to come up with other programmes. The leaders at the local self governments always approach us to undertake some new initiatives. Whenever a new community oriented programme is organised by the Panchayat, the officials and local leaders take our advice and support to make the programmes, successful. This indicates the popularity of the organising capacity of our extension division. More than smiling faces of the beneficiaries of our programmes motivates us to more. This gives us to develop ourselves as good citizens by cultivating the qualities of care for others, compassion and dedication to the common causes. It also gives opportunity to develop organising skill and the capacity to work in groups. As recognition to the efforts of the students, NSS Unit of the College is selected as the Best NSS Unit of the MG University for the last two years.

Problems encountered and Resources required: There are mainly two problems in connection with these programmes. One is the difficulty to find time for undertaking all the programmes without affecting the normal working of the College. Even though we have managed the problem by organising many programmes on holidays, it is practically difficult to add more programmes of this kind due to the paucity of time. Another block is the money needed to organise the programme. The College is not able to contribute money for these programmes. But we have managed all the

problems and we will definitely come with more such programmes in future because we want to see the smiling faces of our neighbours.

2. Student Support through Stakeholder Support

Goal of the Programme: A good number of students pursuing education in KG College are from poor background. A College which has been supporting the poor outside cannot remain intact when some of the colleagues are facing troubles. Hence, the objective is to extend our hands to support the poor students for completing their education.

The Context: More than 40 percent of the students in the KG College are from poor back ground. There are students who have no parents, ailing parents, drunkards. It is the moral responsibility of the citizens to support such students to complete their education. Moreover, supporting the poor in the campus creates a culture of mutual support, bonding relationships and creates a sense of attachment to the College. Alumni who have participated in the social extension programmes are now coming back to the Campus to support the poor students.

The Programmes: Alumni are supporting the poor students in the College in many ways. The teachers and management of the College are acting as the facilitators of this programme.

1. **Student Adoption Scheme:** In this scheme, the teachers will identify financially weak students who could not continue their education due to shortage of money, and inform the alumni who are ready to adopt a student for educational support. The alumni will deposit the entire money required for the completion of the programme with a bank account maintained with the Canara Bank. The teacher in charge of the programme will release the amount at the beginning of the year to the concerned student. At present 5 students are undergoing their education under this scheme.

2. **Alumni Sponsored Scholarships:** Former students who are now in good position and are willing to support the young generations in their alma mater are requested to contribute a lump sum for giving scholarships to brilliant and economically backward students. 8 scholarships of Rs 77000 each are awarded each year.

3. **Scholarships by the Retired Staff:** Founding fathers of the social service culture in the campus, now retired from service but still they are ready to be with us in all support programmes. They have instituted many scholarships on merit cum means basis which are really helpful to brilliant but poor students to continue their education. Total corpus fund of this scholarship programmes comes up to Rs.1,20,000 and 19 students are getting scholarships out of it.

4. **Student Enrichment Programme:** Alumni who are professionally qualified/running own business comes back to their home college and used to share their experience and knowledge with the present students. This is a regular affair done by all the departments. It is a cost free but valuable programme as it invokes the young minds. Those make their presentation

motivate the students to get professional qualifications/ start own venture and come back to the institution and talk to young generation.

5. Water harvesting: The College is facing severe shortage of water during summer season. All the students who have studied in this College have gone through these difficulties. Remembering this difficulty, some alumni came forward to install a water harvesting system with a storage capacity of 100,000 litres. They are trying to identify some other alumni to sponsor to add the storage capacity.

Evidence of Success: Remembering the alma mater and coming back to her, cherishing the past experience, sharing their success stories with present generation of students and supporting the college community in general and the poor in particular by the alumni is the indicator of excellent student teacher and institutional relationship. This is a never ending story of culture inculcated by the College through strong bonding between the minds of students and teachers.

Problems Encountered and Resources Required: Teacher alumni relationship depends on the availability of senior teachers available in the departments. The most crucial issue in this regard is the retirement of a large majority of our beloved senior faculty members. The new teachers find it difficult to establish relationship with the old students

EVALUATION REPORT OF THE DEPARTMENTS

Research and Post Graduate Department of Commerce

1. Name of the department :
Research and Post Graduate Department of Commerce
2. Year of Establishment : **1996**
3. Names of Programmes / Courses offered
 - : **B. Com.**
 - : **M.Com.**
 - : **Ph.D in Commerce.**
 - : **Add-on Course – Computerised Accounting (Tally ERP9)**
4. Names of Interdisciplinary courses and the departments/units involved
Open Course (Fundamentals of Accounting) – Vth Semester UG students from non-Commerce stream.
Add -on- course in Computerised Accounting (Tally ERP9)
5. Annual/ semester/choice based credit system (programme wise)
B.Com (Semester) : Choice Based Credit and Semester System (CBCSS)
M.Com (Semester) : Credit and Semester System (CSS)
6. Participation of the department in the courses offered by other departments:
The fifth semester UG students of the department have enrolled to the following open courses provided by other departments of the college. The details of the courses are:

Department	Course
Chemistry	Chemistry in Everyday Life
Physics	Energy & Environmental Studies
History	Environmental History in Indian Context
Politics	Human Rights in India
Physical Education	Physical Health and Life Skills Education
Economics	Fundamentals of Economics

The students of the department are attending the following add-on courses offered by other departments of the college. The details of the programs are:

Department	Add on course
English	Communicative English
Chemistry	Beauty Therapy
7. Courses in collaboration with other universities, industries, foreign institutions, etc.

The department has successfully completed a Diploma course in accounting packages in association with NIIT, a multi-national management training institute under a Memorandum of Understanding.

8. Details of courses/programmes discontinued (if any) with reasons : **Nil**

9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil
Associate Professors	2	2	2
Asst. Professors	7	7	7
Guest Lecturers	Nil	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Dr. Mini Joseph	M.Com MBA M.Phil Ph. D.	Associate Professor & HOD	Banking & Finance	21	5
Dr. Roy Mathew Vettoor	M.Com Ph. D.	Associate Professor	Micro Finance	21	
Prof. Berly Sebastian	M. Com B.Ed	Assistant Professor	Finance	5	
Prof. Bini Maria Elias	M. Com	Assistant Professor	Finance	5	
Prof. Wilson C Thomas	M. Com ICWA (Inter)	Assistant Professor	Finance	4	
Prof. Aleyamma George	M. Com B.Ed	Assistant Professor	Finance	4	
Prof. Vipin K Varughese	M. Com	Assistant Professor	Finance	4	
Prof. Liza Alex	M. Com	Assistant Professor	Finance	4	
Prof. Aby T Alias	M. Com CA (Inter)	Assistant Professor	Finance	2.5	

11. List of senior visiting faculty

- Prof (Rtd). K Kalyanaraman, Department of Statistics, University of Kerala.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Not Applicable**

13. Student -Teacher Ratio (programme wise)

: **B Com - 14:1**

: **M Com - 4:1**

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled : **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	2
M. Phil	1
M Com	9
MBA	1
B. Ed	2
CA (Intermediate)	1
ICWA (Intermediate)	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Sl.No.	Name	Funding Agency	Period	Grant
1	Dr.Mini Joseph	UGC Major Project	2015 – 2018	10,04,600
2	Prof. Aby T. Alias	UGC Minor Project	2016 - 2017	100,000
Total Grant Amount				11,04,600

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : **NIL**

Type of Project	Funding Agency	Grant Amount
-	-	-

18. Research Centre /facility recognized by the University

The Department has a Research centre in Commerce recognized by the Mahatma Gandhi University, Kottayam.

19. Publications:

* Number of papers published in peer reviewed Journals	International : 4 National : 24
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil

* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	5.56
* h-index	Nil

List of Publications per Faculty from 2010 onwards

Dr. Mini Joseph

1. Customer Relationship Management Orientation and Mass Banking Orientation among Branch level managers of Commercial Banks – An empirical investigation, *S.B Academic Review*, ISSN : 0973-7464 Vol. XVII December 2010.
2. Impact of Direct Tax code on selected industries, *Proceeding on International conference on Accounting Education and Research, 2011*.
3. Customer orientation and Performance of Banking Companies, *Global Research Review* ISSN:2250-2521, June 2012.
4. Role of Commercial Banks in Financially, Socially and Economically Backward Poor, *Management for Tomorrow*, ISSN: 0675-2875, December 2012.
5. Role of SHGs in financial Empowerment of women in Central Travancore, *Mirror - International Research Journal of Commerce and Management*, ISSN 2249-8119 Vol.3 No.2, September 2012.
6. Impact of Customer Bonding and Personalised Communication on Positive word of mouth and Customer Commitment in Banking Service, *Mirror - International Research Journal of Commerce and Management*, ISSN 2249-8119 Vol.3(2), Sep 2013,
7. Impact of Interest Rate Policy Changes on Demand for Banker- An Indirect Approach, *Contemporary Commerce Review*, Double Blind Peer Reviewed Journal Vol.2(1), September 2013, ISSN: 2319-3638
8. Inter-linkages between customer Bonding, Commitment, Positive word-of-mouth in Banking Service, *Review of Research, International Multidisciplinary Journal*, Vol.3(6), March 2014, ISSN :2249-894X, Impact Factor 2.1002(UIF).
9. A study on Customer Loyalty in the Light of CRM in Banking Sector, *Contemporary Commerce Review*, Double Blind Peer Reviewed Journal Vol.4, September 2015, ISSN: 2319-3638.
10. Influence of Financial Inclusion and Financial self efficacy on the credit behavior of BPL households, *International Journal of Research in Economics and Social sciences*, ISSN:2249-7382 vol.7, January 2017 Impact factor 6.939.
11. Technology Handling Capability of Customers and Front line staff :-The key determinants to Customer Relationships in the Modern banking Service - Evidence from Kerala. *International Journal of Research in Finance and Marketing*, ISSN:2231-5985, Vol.7, January 2017, Impact factor 5.861.

Dr. J Nalini

1. Medical Waste Management Practices of Hospitals in Kottayam

- district, *Global Research Review*, Vol.4 (2), June 2014.
2. Performance of Micro, Small and Medium Enterprises in Kerala, *An Overview Managing the Future*, Vol. 3(1), January 2013.
 3. Attrition Management in Private sector Financial Institutions of Kottayam district, *Global Research Review*, Vol. 3(1), March 2013.
 4. The Prospects of Emerging ETF Market in India, *Poseidon Journal of Commerce, Management and Social Science*, Vol.2, December 2012.
 5. Growth and Development of Small Scale Industries in Kerala – A Study, *Research Scholar*, Vol. 2(IV A), December 2012.
 6. Swarm Intelligence and its application in business, *Baselian Research: A Journal of Inter-disciplinary Studies and Research*, Vol. 12(1), Jan-June 2011.
 7. Waste Management Practices in High-rise Building in Kottayam, *Mirror - International Research Journal of Commerce and Management*, Vol.1(1), September 2011.
 8. Small Entrepreneur and Knowledge Management, *Research Lines*, Vol. III(11B), December 2010.

Dr. P N Harikumar

1. Evaluation of the functioning of municipalities in solid waste management, *Cosmos*, Vol. 11(1), January, 2011, pp 125-129.
2. Problems of solid waste in India, *Research Lines*, Vol.111 (11-B), December 2010, pp 203-207.
3. Accounting for lean success, *Research Lines*, Vol.4(1 C), January, 2011, pp.223-227.

Dr. Roy Mathew Vettoor

1. The Penetration of MFIs among SHG in Kerala, *Proceedings of ICIBF 2015-16*, St Peters College Kolencherry, 29th and 30th May 2015.
2. Motivational Factors for Joining SHGs, *Proceedings of ICIBF2014*, Commerce Association of Kerala, 23rd and 24th May 2014.
3. A Study on the Socio-economic Benefits of the Members of Kudumbashree Units, *Proceedings of UGC Sponsored Two Day National Seminar on Micro Finance for Inclusive Growth: Challenges in Sustainability of Micro Finance Operations and Interventions*, Bharathidasan University, 18th and 19th March 2011.

Prof. Berly Sebastian

1. Corporate Social Responsibility Practices of Selected Indian Companies, *Envisionings (University of Calicut)*, Vol. 2(2), June 2016, pp. 55-64, ISSN 2277-1336
2. Governance Failure and Corporate Crisis – A case study of Satyam Computers, *Indian Commerce Bulletin*, Vol. XIII(182), Dec 2013, ISSN 0972-6187
3. Application of M-Commerce, *Baselian Research: A Journal of Inter-disciplinary Studies and Research*, Vol. XIII (2), July-December 2012

20. Areas of consultancy and income generated

Area of consultancy : **Research Data analysis**
Income Generated : **Rs. 4000**

21. Faculty as members in

Name of the faculty	Name of the Committees / Board
Dr. P N Harikumar	Board of Studies, Commerce, Mahatma Gandhi University Life member of Indian Accounting Association
Dr. Mini Joseph	Life member of Indian Accounting Association
	Board of Studies Member – CMS (Autonomous) College, Kottayam & St.Berchmans (Autonomous) College, Changanacherry.
Dr. J Nalini	Life member of Indian Accounting Association

22. Student projects

- Percentage of students who have done in-house projects including inter departmental/programme : **100 %**
- Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students

Faculty: **Nil**

Students: **Year wise Details**

2010 - 11

- Pranav P.S of B Com has won 3rd Prize in Percussion Competition in the M. G. University Arts Festival.
- Karun Hari of B Com has won 2nd Prize in Quiz Competition held at the NCC National Integration Camp, Rajcot, Gujarat.
- Chandana V. V. of B Com has represented the State of Kerala and Lakshadweep held in the Thalsainik Camp at Delhi.

2011 - 12

- Pranav P.S of B Com has won 3rd Prize with A Grade in Percussion Competition in the M. G. University Arts Festival.
- Shobhit Mathew Jose of B Com has selected as the Best NSS Volunteer of Mahatma Gandhi University.

2012 - 13

- Neethu Jose has become the University Topper in B Com Degree Examinations 2013.
- Pranav P.S of M Com has won 3rd Prize with A Grade in Percussion Competition in the M. G. University Arts Festival.
- Mani T. Jacob and Sonu T. Varghese have won 3rd position in Tennis Tournament organized by Mahatma Gandhi University.

2013 - 14

- Pranav P.S of M Com has secured 1st Prize in Group Song at the Inter University Level, South Zone.
- Jayakrishnan Chettiyar of B Com has won 1st Prize with A Grade in Violin at the State Level Arts Festival.
- Jijo George of B Com has selected as the Best NSS Volunteer of Mahatma Gandhi University.

2014 - 15

- Jayakrishnan Chettiyar of B Com has won 3rd Prize with A Grade in Percussion Competition at the M. G. University Arts Festival.
- R. Anuthara of B Com has secured A Grade in Mono Act at the M. G. University Arts Festival.
- Libin K. Kuriakose of B Com has selected as the Best NSS Volunteer of Mahatma Gandhi University.

2015 - 16

- Clara Thresia James of B Com has participated in the Adventure Camp (NSS) organized at Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports, Manali.
- Philip Payikkad of B Com has participated in NCC National Games Athletics meet in Delhi.
- Bilin Baby Elizabeth has elected as the member of Union Executive Council of the Mahatma Gandhi University
- Abin T Kurian of B -Com has selected as the Best NSS Volunteer of Mahatma Gandhi University.
- Jayakrishnan Chettiyar of B Com has won 1st Prize in Violin Competition at the M. G. University Arts Festival.
- Shruthi Vinod has won 1st Prize in Hindi poem writing at the M. G. University Arts Festival.
- R. Anuthara has won 3rd Prize in Mimicry Competition and A grade in Mono Act competition at the M. G. University Arts Festival.
- Angel Lisya Babu has secured A grade in Bharatnatyam competition at the M. G. University Arts Festival.

2016 - 17

- Vinayak S has secured A grade in Malayalam recitation competition at the M. G. University Arts Festival.
- Alen Varghese has won 3rd prize with A grade in photography competition at the M. G. University Arts Festival.

During all these years, the students of the department performed excellently in Inter collegiate Competitions hosted by different colleges in Kerala, and won cash award worth around Rs. 1 lakh. Our students also bagged champion's trophy and runners up trophy at various fests.

24. List of eminent academicians and scientists / visitors to the department

* Academicians:

Sl.No.	Name	Organisation
1	Prof. K Kalyanaraman	Former HOD , Dept. of Statistics, Kerala University
2	Dr. Stephen Mathew	Director, Naipunya Institute of Management
3	Dr. S Kevin	Former Pro Vice Chancellor, Kerala University
4	Dr. Ajimon George	Associate Professor, Marian College, Kuttikanam
5	Dr.M P Philip	Associate Professor, S B College Changanacherry

* Other Eminent Personalities:

Sl. No.	Name	Organisation
1	H.G Kuriakose Mar Clemis Metropolitan	Manager, MOC Colleges
2	Mr. Ajith Kumar IAS	District Collector, Kottayam
3	Dr. N M Ishia Bhai	DMO Kottayam
4	Dr. Rajan K R	Deputy DMO Kottayam
5	Adv. Filson Mathew	District Panchayath Vice President, Kottayam
6	Mr. George K Thomas	Business Development Manager, Oracle Ltd
7	Sri. Jose Panachipuram	Associate Editor, Malayala Manorama Daily
8	Sri. Rishi Raj Singh IPS	Chief Vigilance Officer, KSEB
9	Smt. Bindhu Kumari	Additional District Judge, Kottayam
10	Smt. P Jyothis Ben	Chief Judicial Magistrate
11	Dr. N Jayaraj MLA	MLA , Kerala
12	Mr. V S Praveen Kumar	Syndicate Member M.G University
13	Mr. Abu Mathen George IFS	Deputy secretary, Ministry of External Affairs, Govt. of India.
14	Mr. Anil Gopinath	Assistant Commissioner , Commercial Taxes Dept. Govt. of Kerala
15	Mr. P Anil	Vice Chairman, ICAI Kottayam
16	CA. Francis Mathew	Senior Financial Control Specialist, Asian Development Bank

* Scientists : Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a. International : NIL

b. National :

Program	Source of Fund	Date
National seminar on application of statistical Techniques in commerce and management research	UGC	10-11/1/2011
Faculty development programme on multivariate analysis	Management	23-25/1/2012
12 day workshop on research methodology and data analysis (once in every month)	Department	2012
Workshop on SPSS (once in every month)	Department	2013
12 day workshop on statistical data analysis	Department	15/12/2012-

		15/2/2014
FDP on multivariate panel data analysis and modelling	Department	16-17/5/2013
UGC sponsored national seminar on multivariate analysis in commerce and management	UGC	16-17/12/2013
Budget analysis	Commerce Association	5/7/2014
Workshop on SPSS (once in every month)	Department	2015
Seminar on questionnaire designing and Scaling Techniques	Research Fund	8/1/2015
State level seminar on derivate instruments and Indian financial market	Sponsor ship from Canara Bank	12/2/2015
Global Financial Markets, Institutions, Instruments and Processes – Challenges and Opportunities	Department	17/3/2016
Seminar on GST	Department	7/11/2016
Kerala Budget Analysis	Department	29/7/2016
A seminar on Plagiarism	Department	25/6/2016
One day workshop on Mendeley – Digital Library Management	Department	30/7/2016
Awareness programme on GST for the members of Merchant Association Pampady	Department	7/11/2016
Union Budget Analysis	Department	17/2/2017

26. Student profile programme/course wise:

Name of the Course	Year	Application received	Selected	Enrolled		Pass percent
				*M	*F	
B Com	2010-11	180	40	13	27	90.91
	2011-12	CAP	47	20	27	97.30
	2012-13	CAP	32	13	19	100
	2013-14	CAP	32	13	19	95.56
	2014-15	CAP	40	16	24	93.75
	2015-16	CAP	40	15	25	90.00
	2016-17	CAP	40	12	28	-
M. Com	2010-11	72	18	8	10	80
	2011-12	CAP	15	9	6	83
	2012-13	CAP	15	5	10	92.30
	2013-14	CAP	15	3	12	73.33
	2014-15	CAP	15	3	12	86.67
	2015-16	CAP	15	3	12	-
	2016-17	CAP	15	4	11	-
Open Course (Fundamentals of Accounting)	2011-12	126	35	15	20	100
	2012-13	119	20	4	16	100
	2013-14	106	15	5	10	100
	2014-15	109	15	7	8	100

	2015-16	116	16	6	10	100
	2016-17	128	18	2	16	100
Add-on Course: Computerised Accounting (Tally ERP9)	2015-16	78	66	18	48	100
	2016-17	38	21	6	15	100

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
B.Com	100	0	0
M.Com	100	0	0
Ph. D	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UGC NET : 21

29. Student progression

B.Com

Year	UG to PG (%)	UG to Professional Course (%)	Other Courses	Employed		
				Campus Selection (%)	Other Employment (%)	Self Employed (%)
2010-11	57	18	13	6	6	0
2011-12	76	8	11	-	4	1
2012-13	65	5	11	19	-	-
2011-14	38	7	18	16	7	14
2012-15	53	3	28	6	6	4
2013-16	55	2	24	-	16	3

M.Com

Year	PG to MPhil (%)	PG to Professional Course	Other Courses	Employed		
				Campus Selection (%)	Other Employment (%)	Self Employed (%)

		rse (%)	e			
2009-11	-	2	13	21	36	28
2010-12	-	7	3	20	28	42
2011-13	-	-	7	15	52	26
2012-14	-	-	2	7	60	31
2013-15	-	7	7	-	53	33
2014-16	-	-	5	36	7	52

30. Details of Infrastructural facilities

- Library
Department library facility is available with 2900 books and 20 journal subscriptions and 1 Business daily.
- Internet facilities for Staff & Students
Six Desktop and Three laptop with broadband connection
- Class rooms with ICT facility
The PG class rooms are equipped with in-built LCD projectors. Portable projectors are used in UG class rooms.
- Laboratories
Nil

31. Number of students receiving financial assistance from college, university, government or other agencies during the post accreditation period.

College	Alumni Association & Others	Government
65	16	42

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Sl. No.	Program	Associate Institution/ Resource Person	Date/ Period
1	Brand marketing	Dr. Stephen Mathews	08/08/2011
2	Recent trends in Banking	Mr. Jhony Kutty Manager Federal Bank	23/09/2011
3	Career Opportunity	Career launcher	16/12/2011
4	Career Opportunity	Career launcher	17/01/2012
5	Online Trading	Geojit BNP Paribas	22/02/2012
6	Personality Development programme	Mr.George K Thomas	2014-2015
7	Personality Development programme	Mr.George K Thomas	2015-2016
8	Finishing Workshop	Dr. Francis Kuriakose Adjunct Professor National Law Institute Bangalore	07/03/2017

33. Teaching methods adopted to improve student learning

The Department has taken various initiatives to improve the learning

and capacity building of students. Remedial classes for weaker students have become a systematic process and also a student feedback system has been put in place for knowing the difficulties in learning as well as the weaknesses of the teachers in dealing with courses and pedagogical aspects. Competency evaluation of the student has been undertaken after the completion of each module and the department conducts regular tutorial and class discussions for the UG/PG classes. Teachers use innovative methods of teaching with the help of information and communication technology. The computers available in the department have been networked and students of the department are permitted to use internet facilities available in the department. Industrial visits were also conducted to give practical experiences to students as part of the teaching learning process.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

* *Institutional Social Responsibility (ISR)*

Entire students of our degree programme are enrolled either to National Service Scheme or National Cadet Corps every year. Three of our students selected as the best NSS volunteers of the parent university. The faculty members and students of the department are actively participated in the various campus-to-community programme of the college.

* *Extension activities*

In association with the merchant association of Pampady Grama Panchayat, department organizes an awareness programme about Goods and Service Tax to the traders in Pampady Panchayat. In lines with the Financial Inclusion Campaign of the Central Government, the department has conducted a financial capability survey among the rural households in Pampady Panchayat in collaboration with Canara bank. As part of the programme, all eligible un-banked persons have given opportunity to open no-frills bank account

35. SWOC analysis of the department and Future plans

Strengths

- Tremendous rise in the demand for courses offered by the department
- An exceptionally caring and learning-focused environment for students
- Positive teacher-student-parent relations and rapport
- Exceptional performance of students in university examinations
- Ambitious and highly talented students
- Well-stocked research library and well-equipped research facilities
- Excellent research outcome with proven records of high quality research
- Vibrant and supportive alumni
- Great collaboration and good communication among faculty as well as among students
- Student organized state-level and national level competitions.
- Excellent support from management and administration.

Weaknesses

- Limited physical infrastructural facilities.
- Limited number of experienced faculties due to the retirement of senior faculties.
- Need to involve junior faculties in research.
- No M. Phil program in commerce.
- Not many strong publications.

Opportunities

- Strengthen research activities by:
 - a) Organise national workshops in statistical data analysis
 - b) Introduce M. Phil programme in commerce
- Strengthen graduation program by:
 - a) Offer more add-on courses
 - b) Invite eminent professors and professional to interact with students
- Extension of “campus to community” programme in to new areas
- Huge employment opportunities for commerce graduates due to the implementation of GST and other economic reforms
- Numerous research/independent study opportunities for students
- Make use the research potential of senior faculties with the goal of making the department more research oriented
- Strong department level support for faculty research activities
- Opportunities to find research grants from government agencies

Challenges

- Curriculum not up to date- Changes in the curriculum is needed to meet the fast changes in the industry
- Delay in curriculum revision on the part of university
- Decreased funding for infrastructural development, especially for IT infrastructure and lack of financial support by the state

Future Plans

- *Arrange permanent Seminar Hall*

We have initiated steps to arrange a permanent and separate well-equipped seminar hall to cater the requirements of the commerce department. This permanent seminar hall and ‘smart presentation’ facilities annexed thereto definitely promote the academic excellence of the department. Our department is committed to organize a few more number of Symposia, Conferences, and Paper Presentations competitions. In addition, with a mission to endorse this department as a resource centre, we propose to conduct at least one international seminar in every two years.
- *Offer New courses*

As a major step to strengthen research activities, we are planning to introduce M.Phil programme for post- graduates in commerce and management studies. In addition, we propose to offer few more add-on

and diploma courses in emerging fields and thus meets the expectations of the national and global labour market.

- *Department Library*

In an initiative to enrich the collection of department library, we propose to make use of digital resources and share the e-resources available in NLIST facilities. The department library will be made fully computerized and issue return facilities will be provided on digital environment. A separate computerized reading room will be created for the enhancing the utility of NLIST services among the students. We also plan to improve the ambience of the library in line with eco-friendliness by giving false ceiling with LED lights in the library.

Post Graduate Department of Zoology

- Name of the department : **Post Graduate Department of Zoology**
- Year of Establishment : **2001**
- Names of Programmes / Courses offered

: **B.Sc Zoology (Model-1)**
 : **M.Sc Zoology**
(Fishery Biology specialization)

- Names of Interdisciplinary courses and the departments/units involved

Course	Departments Involved
Open Course (Human Genetics, Nutrition, community health and Sanitation)	V th Semester UG students from other departments.

- Annual/ semester/choice based credit system (programme wise)
UG (Semester) : Choice Based Credit and Semester System (CBCSS)
PG (Semester) : Credit and Semester System (CSS)
- Participation of the department in the courses offered by other departments:

Our students participate in the complementary courses offered by the Department of Chemistry and Department of Botany.

The fifth semester UG students of the department have enrolled to the following open courses provided by other departments of the college. The details of the courses are:

Department	Course
Commerce	Fundamentals of Accounting
Physics	Energy & Environmental Studies
History	Environmental History in Indian Context
Politics	Human Rights in India
Chemistry	Chemistry in Everyday Life
Physical Education	Physical Health and Life Skills Education

The students of the department are attending the following add-on courses offered by other departments of the college. The details of the programs are:

English	Creative Communication And Spoken English
Commerce	Tally
Chemistry	Beauty Therapy

- Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
- Details of courses/programmes discontinued (if any) with reasons :

Open course (Human Genetics, Nutrition, community health and Sanitation) offered by the department discontinued due to up gradation of the department to PG department and the lack of adequate permanent faculty.

9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil
Associate Professors	Nil	Nil	Nil
Asst. Professors	2	1	6
Guest Lecturers	4	4	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Dr. Anila Kumary K.S	M Sc Ph D	Assistant Professor	Ecology	7+13	-
Blessymol Sabu	M Sc M Phil M Ed	Guest Lecturer (Govt)	Fishery Biology	3+3	-
Ligi Varughese	M.Sc, B.Ed	Guest Lecturer (Govt)	Fishery Biology	8	-
Neethu S Mohanan	M.Sc, B.Ed	Guest Lecturer (Govt)	Fishery Biology	3	-
Anju A P	M Sc	Guest Lecturer (Govt)	Fishery Biology	1	-
Gayathri S	M Sc B Ed	Guest Lecturer (Govt)	Bio-technology	6	-

11. List of senior visiting faculty :

- Prof. Claramma Jacob, M Sc M Phil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

: **UG (B. Sc): 75%**
 : **PG (M. Sc): 70%**

13. Student -Teacher Ratio (programme wise)

: **B Sc - 12:1**
 : **M Sc - 4:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

	Sanctioned	Filled	Actual
Academic Support Staff	1	1	2

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG .

Qualification	Number
Ph D	1
M. Phil	2
MSc	4

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name	Funding Agency	Period	Grant
Nil	NA	NA	NA

18. Research Centre /facility recognized by the University : Nil

19. Publications:

* Number of papers published in peer reviewed Journals	International : 20 National : 4
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	1
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	38
* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	0.9 – 5.358
* h-index	2

* *Books edited Books edited*
Journal of Basic and Applied Biology (ISSN 0973-8207), Vol. 8 (1) 2014, Special issue, National Seminar on Biological Conservation and Sustainability: Issues and Strategies, Dept. of Zoology, K G College, Pampady.

* *Number listed in International Database:*
Gen Bank submissions 38 numbers

List of Publications per Faculty from 2010 onwards

Dr. Anila Kumary K. S.

1. **K.S.Anila Kumary** and K R Rajimole, 2011. Intertidal sedimentology along the Ambalappuzha coast, Kerala. *Journal of the Marine Biological Association of India*, ISSN 0025-3146, Vol.53 (1), pages

- 116-120 (NAAS-National Academy of Agricultural Sciences Impact Factor 4.84)
2. **K.S.Anila Kumary** and V.S.Renjitha, 2012. Impact of nutrient supply and fish stocking on plankton communities of culture ponds, *J. Recent trends Biosci.*, ISSN 2249376X, Vol. 2(2), Pages 9-13
 3. **K.S.Anila Kumary**, 2014. Distribution of meiofauna in the Adimalthura estuary, southwest coast of India, *Journal of Basic and Applied Biology*, ISSN0973-8207, Vol.8(1), Pages 6-10
 4. Divya T Babu and **K.S.Anila Kumary**, 2014. Distribution and abundance of phytoplankton in Vypeen area of Cochin backwater, *Journal of Basic and Applied Biology*, ISSN0973-8207, Vol.8 (1), Pages 11-15.
 5. Regeena T. Rajan and **K.S.Anila Kumary**, 2014. A qualitative study on the biotic resources of Manimala river, Kerala, *Journal of Basic and Applied Biology*, ISSN0973-8207, Vol.8(1), Pages 20-23
 6. Sheenamol.S and **K.S.Anila Kumary**, 2014. Distribution and abundance of benthos in the Maniyar reservoir, Kerala, *Journal of Basic and Applied Biology*, ISSN0973-8207, Vol.8(1), Pages 37-40
 7. Sheenamol.S and **Anila Kumary K.S.**, 2014. Environmental characteristics of Maniyar reservoir, Kerala, *Journal of Aquatic Biology and Fisheries*, ISSN 2321 – 340X, Vol.2, Pages 627-631
 8. **K.S.Anila Kumary**, 2015. Food and feeding habits of *Mugil cephalus* of Kayalum estuary, Kerala, *International Journal of Aquaculture*, ISSN1927-5773, Vol. 5(6), Pages 1-3
 9. **K.S.Anila Kumary**, 2016. Vertical distribution of meiobenthos in the Adimalathura estuary, Southwest coast of India. *International Journal of Multidisciplinary Research Review*, ISSN 2395-1877 & E ISSN 2395-1885, Vol.1(3), Pages106-113(Impact factor:2.262)
 10. **K.S.Anila Kumary** and Smrithy Raj,2016 Length- weight relationship and condition of climbing perch *Anabas testudineus* bloch population in Kuttanad, Kerala. *International Journal of Advanced Research in Biological Sciences*, ISSN: 2348-8069, Vol.3(9),Pages 21-26 (SJIF :5.142)
 11. **K.S.Anila Kumary**, 2016. Comparative ecology of backwater and mangrove environments of Kayamkulam lake,Kerala. *Journal of Aquaculture Research and Development*, ISSN: 2155-9546, Vol.7(8)1000438 (Impact factor 1.3, Index Copernicus value 5.2,h5 index :9,h5 median:11)
 12. **K.S.Anila Kumary** and Shilly Elizabeth Devid, 2016. Distribution and abundance of phytoplankton in a temple pond. *Proc.International conference on Environmental sustainability for food and security, Nagarcoil,Tamil Nadu*, 22-24 Sept.2016
 13. **K.S.Anila Kumary**, 2016 Distribution of meiofauna in the Poonthura estuary, Thiruvananthapuram, Kerala. *International Journal of Pure and Applied Bioscience*,ISSN2320-7051,Vol.4(5):121-126 (Impact Factor 5.358)
 14. **K.S.Anila Kumary**, 2016. Temporal variations in the distribution of interstitial meiofauna along the southwest coast of India. *Journal of climatology and weather forecasting*, ISSN: 2332-2594, Vol.4 (3).178 (Impact Factor .9)

15. **K.S.Anila Kumary** and Pooja Moncy, 2017. The condition factor, length-weight relationship and relative condition of *Labeo dussumieri* (Valenciennes, 1942) from Meenachil River, Kottayam, Kerala. *European Journal of Biomedical and Pharmaceutical Research*, ISSN 2349-8870, Vol. 4(3), Pages 278-282 (Impact Factor 4.382, ICV 45.77)
16. **K.S.Anila Kumary**, 2017. Diversity of meiobenthic nematodes along the coast of Thiruvananthapuram, southwest coast of India. *European Journal of Biomedical and Pharmaceutical Research*, ISSN 2349-8870, Vol. 4(4), Pages 289-302 (Impact Factor 4.382, ICV 45.77)
17. **K.S.Anila Kumary and Karthika E. S**, 2017. Length- weight relationship and condition factor of the endemic curmuca barb, *Puntius curmuca* (Hamilton 1807) of Pampa River, Kerala. . *European Journal of Biomedical and Pharmaceutical Research*, ISSN 2349-8870, Vol. 4(5), Pages 413-416 (Impact Factor 4.382, ICV 45.77)

Dr. M.E. Kuriakose

1. Leena John and. **M.E. Kuriakose**, 2011. Pollen morphological studies on the south Indian Lythraceae. *Phytomorphology*, 61(3&4) Pages 101-106
2. Leena John and. **M.E. Kuriakose**, 2012. A pollen morphological analysis of south Indian Lecythidaceae. *International Journal of current Research*, ISSN0975-833X, Vol.4 (6), Pages 4-7
3. Leena John and. **M.E. Kuriakose**, 2014. Some interesting palynological features of south Indian Onagraceae. *Phytomorphology*, 64(3&4) Pages 101-105

Dr. Manu Oommen

1. **Oommen, M. 2010** Pesticides in aquatic ecosystem. Proc. National seminar on Recent Trends in Aquaculture, Department of Zoology, Catholicate College, Pathanamthitta, Dec. 18-19
 2. **Oommen, M. 2010** A preliminary report of spiders with identification of rare species from ward I of Pramadam panchayat, Pathanamthitta, Kerala. J.Zool.Soc. Kerala, 13(1&2): 32-43
 3. **Oommen, M.**, Nisanth,R., Sureshkumar,U. and George S.2013. Development of molecular tools for the study of avian fauna of Pathanamthitta district, Kerala. *Catholicate Journal of Studies and Research*, 1(1):19-25
 4. John,M., **Oommen, M.**, Rajan,C.K and Nisanth,R. 2013. Effect of hatching rate and larval survival of *Cyprinus carpio*. *Catholicate Journal of Studies and Research*, 1(1):103-113
20. Areas of consultancy and income generated
- The department provides consultancy service of latex testing for dry rubber content to the public and generated Rs. 2810 as income.
 - Consultancy service is rendered by the department in quality testing of drinking water to the people of the neighboring area for a nominal fee to meet the expenses towards the chemicals required.

- The department is maintaining a blood group register of the students for the purpose of blood donation on request to the public as a social responsibility.

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
Dr. Anila Kumary K S	Marine Biological Association of India	Life Member
Dr. Manu Oommen	Indian Ornithology Society, Bangalore, India	Member
	Indian Society for applied Ornithology, Hyderabad	Member
	Editorial Board of J.Zool.Soc.Kerala	Member

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme

UG : **100 %**

PG : **100%**

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students

Faculty

- Dr. Tharsis Joseph Foundation Best Principal award 2012, awarded to Dr. M.E. Kuriakose

Students

- Vysakh K.S. of Final year B Sc won second prize in Rengoli and college in the M G University youth festival 2010-11 and participated in south zone inter university youth festival held at Thanchavoor
- Vishnu Prasad and Sumaiya Beegam of second year B Sc Zoology participated in inter collegiate Zoo fest 2010 organized by Zoological Society of Kerala and won 3rd prize in quiz competition
- Manu Thankachan of 2nd year B Sc became a member of the Kerala super Eleven Senior Cricket team and participated in the Indo-Nepal Invitation T20 cricket championship held at Kathmandu and in the invitation Sri Lanka cricket tour 2011 held at Colombo, Sri Lanka.
- Christy Susan Prasad won 3rd rank in the final year BSc Zoology examination of Mahatma Gandhi university during 2013-14
- Athulya Raju was the recipient of higher Education Scholarship of the Govt. of Kerala from 2013-16.
- Athulya Raju secured 3rd place in the intercollegiate speech competition held at B K College, Amalagiri, Kottayam.
- Aswathy Zacharia secured 1st position in 100 mts, 200 mts and long jump in Republic day open sports organized by Kottayam Veteran's Association during 2014-15.
- Aswathy Zacharia secured 3rd position in 100 mts, 200 mts and long jump in republic day 3G open sports during 2015-16.

- Roshna Merin Reji secured A grade in Malayalam essay writing competition of Mahathma Gandhi University youth festival 2014-15.
- Roshna Merin Reji won first prize in recitation in the intercollegiate zoo fest organized by Alphonsa college, Pala during 2016-17
- Saran G Kumar secured A grade in Light music vocal competition of M G university youth festival 2015-16.
- Saran G Kumar won second place in Light music competition of YMCA Thiruvalla during 2016-17
- Sunitha S Nair got second prize in scientific drawing in Zonal Zoo fest of the Zoological Society of Kerala 2016-17

24. List of eminent academicians and scientists / visitors to the department

2010-11

- Sri. C K Thomas, Bhodana, Thiruvalla.

2011-12

- Dr. Punnan Kurian, Associate Professr,
- St. Mary's College, Manarcadu.

2013-14

- Dr P. Natarajan, Professor and Director, Centre for Aquaculture Training, extension and research, Ambo University, Ethiopia
- Dr. C. Sambhu, Associate Professor in Marine Biology, King Abdul Azis University, Kingdom of Saudi Arabia.
- Sri Selvam R Nath, Associate Professor, Dept of Marine biology and Fisheries, University of Asmara, S Africa.
- Dr. L Bindu, Senior Scientist, Zoological survey of India, Chennai.
- Dr. J Ebanasar, Head, Dept of Zoology and Wild Life Biology, Govt. Arts College Ootty, Tamilnadu.
- Dr. K G Padmakumar, Regional Director, Kerala Agricultural University, RARS, Kumarakam.
- Dr. Sabu Thomas, Senior Scientist, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.

2014-15

- Dr. Binu Tharakan, Assistant Professor, University of Texas, USA.
- Dr. Punnan Kurian, Associate Professr, St. Mary's College, Manarcadu.
- Dr. Issac Thomas, Associate Professor (Retd), and Reaserch guide, Mahatma Gandhi University.

2015-16

- Dr. K A Manoj, Chief Medical Officer, Taluk Hospital Pampady.
- Sri Saji Thomas, District Malaria Officer, Kottayam.
- Dr. Sabu Thomas, Senior Scientist, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.

2016-17

- Sri. Mathew M Thomas, District Co-ordinator World Wildlife Fund

(WWF) Kottayam.

- Dr. A.Bijukumar, Professor and Head, Department of Aquatic Biology and Fisheries, University of Kerala and member, Kerala State Biodiversity Board
- Dr. Abraham Samuel, Head, Division of Biodiversity, Tropical Institute of Ecological Sciences, Kottayam.

25. Seminars/ Conferences/Workshops organized & the source of funding

International : **NIL**

National :

Program	Source of Fund	Date
Seminar on Biological Conservation and sustainability: Issues and Strategies	UGC	01/08/2013 02/08/2013
Seminar on Research methodology	Zoology Association	October 2014
Seminar on Blood brain barrier and Brain injuries	Zoology Association	December 2014
Seminar on Prevention and control of Vector borne diseases	District Medical Office, Kottayam	October 2015
Seminar on Conservation of nature and Natural resources	Department Development Fund	October 2016
One day Workshop on Biodiversity conservation and Management	Department Development Fund	March 2017

26. Student profile programme/course wise:

Name of the Course	Year	Application received	Selected	Enrolled		Pass percent
				*M	*F	
UG	2010-11		14	2	12	91.67
	2011-12	CAP	17	0	17	92.86
	2012-13	CAP	17	1	16	92.31
	2013-14	CAP	19	2	17	93.75
	2014-15	CAP	16	2	14	94.11
	2015-16	CAP	20	5	15	68.42
	2016-17	CAP	24	5	19	-
PG	2013-14	CAP	11	1	10	63.64
	2014-15	CAP	11	0	11	100
	2015-16	CAP	11	1	10	-
	2016-17	CAP	10	3	7	-
Open course	2011-12	15	15	3	12	100
	2012-13	19	19	6	13	100
	2013-14	15	15	7	8	100

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
UG	100	0	0
PG	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

NET (2014-15) : 1
SET (2011-12) : 1

29. Student progression

Student progression	Percentage against enrolled	
UG to PG	2010-11	25
	2011-12	33.31
	2012-13	43
	2013-14	29
	2014-15	24
	2015-16	63.16
PG to M.Phil, DM / M Ch / DNB	Nil	
PG to Ph.D.	Nil	
Ph.D. to Post-Doctoral	Nil	
Employed		
• Campus selection	2011-12 : 8.3%	
• Other than campus recruitment	2011-12 : 13.33% 2012-13 : 21.43% 2013-14 : 11.76 %	
Entrepreneurship / Self Employed	Nil	

30. Details of Infrastructural facilities

• Library

Department owns a good library with 316 books in the field of Zoology which is to a great extent sufficient for the needs of the students in the Department. The department also subscribes four international journals. One of the faculty members has given charge of the library for the smooth and efficient running of the library facility and the students can directly access the library books on all working days. Department has added 275 books to the stock of library during the post accreditation period. In addition 124 books in biology have been added to the general library of the Institution during the post accreditation period and the general library have a stock of 680 biology books.

• Internet facilities for Staff & Students

The department owns a separate computer lab to cope with the changes in the curriculum of both UG and PG programmes in Zoology. IT lab

is equipped with 12 computers, all with internet and printing facility and are also installed with software packages PHYSIO-Ex, PHYLIP, RASMOL, JAVA, PH STAT etc. In addition to the computer lab facility, computer with internet and printing facility is kept in the faculty room. Class rooms with ICT facility room.

- **Class rooms with ICT facility**

- The department has separate class rooms for 1st year BSc, 2nd year BSc, 3rd year BSc, 1st and 2nd year M Sc
- Both 1st and 2nd year PG classes are equipped with LCD projectors and mostly LCD presentations are used to support the teaching and learning process. In addition one LCD projector and an Over Head Projector is kept in the department to equip UG classes with the modern teaching and learning processes

- **Laboratories**

The department has 2 well equipped and well furnished PG laboratories and 1 UG laboratory. Each student is provided with compound microscope, dissection microscope and other necessary equipments and accessories for their practical work. The labs are equipped with illuminating microscopes, laminar air flow, incubators, hot air ovens, centrifuge machines, colorimeters, spectrophotometer, gel electrophoresis unit, electronic weighing balances, pH meters, conductivity meter, haemocytometers, haemoglobinometers, sphygmomanometers, microtome, wax bath, water bath, camera lucida etc. There is also a mushroom culture lab with facility for growing about 30 culture beds in one batch of culture. In accordance with the launching of PG course in Zoology, the department has added equipments worth Rs.630000 and glass wares and other laboratory utensils worth Rs.449753 to the laboratories.

31. Number of students receiving financial assistance from college, university, government or other agencies

College	Alumni Association & Others	Government
20	4	14

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

* **2011-12**

- An invited talk on the Prospect of Apiculture by Sri C.K Thomas, Bhodana, Thiruvalla.
- Visit to Regional Agricultural Research Station, Kumarakam and a special lecture by Dr. K.G. Padmakumar, Regional Director on 'The aquaculture activities in Vembanadu lake'.

* **2012-13**

- A Seminar on Biodiversity and its importance by Dr. Punnan Kurian, St. Mary's College, Manarcadu.
- A photo exhibition in connection with ozone day
- Field study at JYES fish farm Neendoor, Kottayam.
- Carrier guidance seminar by Dr. Kurian Mathew Abraham, Mar Thoma College, Thiruvalla.

- Photo exhibition in connection with Hiroshima Nagasaki day
- Poster presentation on the topic monsoon disease and its prevention.

* **2013-14**

- National Seminar on Biological conservation and sustainability: Issues and strategies. Keynote address on Biodiversity by Prof.(Dr) P. Natarajan, Ambo University, Ethiopia.
- Dr. Sambu C, King Abdul Azis University, KSA delivered special talk on ‘ Conservation strategies of biodiversity in Saudi Arabia’ (National Seminar)
- Invited talk on Marine biodiversity Conservation and management effort in Eritrea, S. Africa by Sri Selvam R Nath, University of Asmara, S. Africa (National Seminar)
- Invited talk on ‘Wild life conservation with special reference to endemic species of Nilgiri Biosphere reserve’ by Dr.J. Ebanasar, Govt. College Ootty, Tamilnadu. (National Seminar)
- Invited talk on ‘Climate change and its impact on biodiversity’ by Dr. L Bindu, Zoological Survey of India (National Seminar)
- Invited talk on ‘Biodiversity and environmental Conservation- a perspective’ by Dr. Sabu Thomas, Rajiv Gandhi Centre for biotechnology, Thiruvananthapuram (National Seminar)
- Invited talk on ‘Perspective in conservation of aquatic Biodiversity’ by Dr. K. G. Padmakumar, Kerala Agricultural University. (National seminar)
- Nature camp at Tattakkad Salim Ali Bird sanctuary and special lecture on birds by Dr. R Sugathan, Ornithologist.
- Talk on the flora and fauna of Thattekkad bird sanctuary by Sri. Sivadasan.

* **2014-15**

- Seminar on Research methodology- Resource person: Dr. Punnen Kurian, St. Mary’s College, Manarcadu.
- Seminar on Blood brain barrier and brain injuries by Dr. Binu Tharakan, Texas University, USA.
- Study tour to CMRFI Tuticorin and special lecture on the techniques of Pearl culture by Dr. C. Jagadeesh, Senior Scientist
- Visit to CMFRI Mandapam Camp and class on integrated fish farming by Dr. Jayakumar.
- Special lecture by Dr. Johnson on seaweed culture at CMFRI Mandapam.
- Nature camp at Periyar Tiger Reserve for 3 days.

* **2015-16**

- Seminar on monsoon diseases by Dr. K.A. Manoj, Chief Medical officer, Taluk Hospital, Pampady
- Seminar on Vector born diseases by Sri Saji Thomas, District Malaria Officer, Kottayam.
- Conducted nature camp at Periyar Tiger reserve.
- Special lecturer on Venomous and non-venomous snakes of Kerala by Sri Abheesh K A, Snake master.
- Special lecture by Sri Jayan C on the fauna and flora of Periyar Tiger Reserve.

- Visit to Kerala University of Fisheries and Ocean science by final year PG and UG students.
- Demonstration classes on aquaculture seed production, fish seed nursing and rearing by Dr. Binu Varghese.
- Visit to CMFRI Kochi and demonstration classes on fish feed preparation.
- Visit Matsyafed Net factory and demonstration class on gear making.

* **2016-17**

- Seminar in connection with International Nature conservation day on the topic 'Conservation strategies of nature and natural resources by Sri Mathew M Kuriakose, World Wildlife Fund, Kottayam District Co-ordinator.
- Special lecture on Management of Biodiversity by Dr. Manu Oommen in the One day workshop on Biodiversity conservation and management
- Invited talk on Biodiversity and conservation strategies by Dr.A Bijukumar in the One day workshop on Biodiversity conservation and management
- Invited talk on Diversity and conservation strategies of Odonates by Dr.Abraham Samuel in the One day workshop on Biodiversity conservation and management
- An all Kerala intercollegiate Zoo fest- 'Emerald Quest' is conducted by the department from 2012-13 onwards.
- Observance of national/international important days and poster/power point presentations, Weekly Biological quiz programmes, 'Know the scientist programme', 'Know the animal programme' and field visits are the regular student enrichment programmes of the Department

33. Teaching methods adopted to improve student learning

- Lecturing and power point/OHP presentations
- Regular revision process and class tests
- Internal assessment
- Weekly tutorial classes
- Remedial teaching for weaker students
- Peer group study
- Surprise tests
- Debates
- Group discussions
- Assignments
- Seminar presentations
- Poster presentation

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

* ***Institutional Social Responsibility (ISR)***

- Blood grouping and blood donation activities at the department level as well as in association with the Red Ribbon Club of the college
- Small – scale rubber planters in the neighboring areas are benefitted by DRC testing carried out by the Botany Department

- Vermin composting of the waste generated in the campus
- Health card preparation of the students of the department
- Health assessment camp at M.G.M. high School Pampady and preparation of health cards of High School students
- Diabetics and Blood Pressure checking of the inmates of M.G.M. Abhayabhavan
- Nurturing of medicinal plant garden and butterfly garden

* **Extension activities**

- Department is very keen in developing a civic sense in the students.
- Days of National/ International importance are celebrated.
- Active participation in organizations like National Service Scheme, National Cadet Corps, Youth Red Cross, Nature club etc. is always encouraged.
- Student participation in camps, at national and university levels is always promoted.
- Mushroom cultivation

35. SWOC analysis of the department and Future plans

Strengths

- Upgrading of the department
- Sincere and hard working teachers
- Motivated students
- Well equipped laboratories

Weaknesses

- Lack of permanent faculty
- Limited funding resources
- Lack of projects and grants from funding agencies

Opportunities

- Personal contacts with eminent academicians
- Academic exposure to students by conducting seminars, invited talks and visits to other institutions

Challenges

- Hectic schedules of semester system and lack of enough time
- Lack of permanent faculty
- Lack of financial support

Future Plans

- Start a lecture series annually, on Life Science.
- Organize science exhibitions, seminars, science quiz etc. for the benefit of students of schools and other educational institutions
- Conduct national and international seminars on animal/environmental/fisheries related topics
- Organize socially benefitting activities like anti-narcotic, anti-alcoholic and anti-plastic campaigns

- Conduct job oriented courses in aquaculture, vermin-culture and apiculture
- Development of research facility in the department
- Develop the department as a research centre

Post Graduate Department of Physics

1. Name of the department : **Post Graduate Department of Physics**
2. Year of Establishment : 1999
3. Names of Programmes / Courses offered : **B.Sc Physics**
: **M.Sc Physics (Self Financing)**

4. Names of Interdisciplinary courses and the departments/units involved

Course	Departments Involved
Complementary Course	Chemistry
Open Course (Energy and Environmental studies)	Chemistry, Zoology, Commerce, Economics

5. Annual/ semester/choice based credit system (programme wise)
B. Sc (Semester) : Choice Based Credit and Semester System (CBCSS)
M. Sc (Semester) : Credit and Semester System (CSS)

6. Participation of the department in the courses offered by other departments:

Our students participate in the complementary courses offered by Mathematics and Electronics Departments and in the open courses offered by other departments. The details of the courses are:

Department	Course
Chemistry	Chemistry in everyday life
History	Environmental History in Indian Context
Politics	Human Rights in India
Physical Education	Physical Health and Life Skills Education
Economics	Fundamentals of Economics
Commerce	Fundamentals of Accounting

The students of the department are attending the following add-on courses offered by other departments of the college. The details of the programs are:

English	Creative Communication And Spoken English
Commerce	Tally
Chemistry	Beauty Therapy

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**
9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil
Associate Professors	Nil	Nil	Nil
Asst. Professors	3	3	3
Guest Lecturers	4	4	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Smt.Nishitha P.Mathew	MSc CSIR NET	Assistant Professor	Electronics	4	-
Smt.Archana Kartha	M.Sc, B.Ed, CSIR NET	Assistant Professor	Electronics	4	-
Dr.Anit Elizabeth	M.Sc, B.Ed M. Phil Ph. D	Assistant Professor	Molecular & Crystal Physics	3	-
Dr. Rajan K. John	M. Sc Ph. D	Visiting Faculty	Molecular & Crystal Physics	36	-
Smt. Anu Elizabeth Joseph	M. Sc B. Ed	Lecturer	IT	11	-
Smt.Emily M.George	M. Sc B. Ed	Lecturer	Electronics	9	-
Smt.Resmi P.Rajan	M. Sc B. Ed	Lecturer	Electronics	5	-

11. List of senior visiting faculty : **Dr. Rajan K. John**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **B.Sc. Physics - 27.7%**
(Complementary Electronics)
13. Student -Teacher Ratio (programme wise)
- : **B Sc (Physics) - 24:1**
: **M Sc (Physics) - 10:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

	Sanctioned	Filled	Actual
Support Staff	1	1	1

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	2
M. Phil	1
M. Sc	7
B. Ed	5
CSIR NET	2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name	Funding Agency	Period	Grant
Nil	NA	NA	NA

18. Research Centre /facility recognized by the University : Nil

19. Publications:

* Number of papers published in peer reviewed Journals	International : Nil National : 6
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil
* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	0.28 – 2.647
* h-index	Nil

List of Publications per Faculty from 2010 onwards**Dr.Anit Elizabeth**

1. Synthesis and Optical characterization of Gadolinium Praseodymium Oxalate, Gadolinium Dysprosium Oxalate, and Dysprosium Praseodymium Oxalate crystals, *Asian J. of Adv. Basic Sci.*: 2(1), 61-69. ISSN: 2347 – 4114, 2014. Imp. Factor – 0.454
2. Studies on the growth and optical characterization of Dysprosium praseodymium oxalate single crystals, *J. Optoelectronics & Advanced Mat.* 7(5) (2005) 2687-2692. ISSN: 1454-4164. Imp. Factor 0.82
3. Microwave studies on double rare earth oxalate crystals, *Materials Science and Engineering A.* 391 (2005) 43–50. ISSN: 0921-5093, Imp. Factor-2.647

4. Studies on the growth and optical characterization of gadolinium dysprosium oxalate single crystals, *Cryst. Res. Technol.* 39(2) (2004)105-110. ISSN: 1521-4079, Imp. Factor -0.88
5. Growth and spectroscopic characterization of dysprosium praseodymium oxalate crystals, *Asian J. Spectroscopy*, 5(2001) 131, ISSN: 0971-9237, Imp. Factor -0.28
6. Growth and micro-topographical studies of gel grown cholesterol crystals. *Bull. Mater. Sci.*, 24(2001) 431, ISSN: 0250-4707, Imp. Factor – 0.895

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
Nil	NA	NA

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme
 - : **89 % (Undergraduate)**
 - : **0 % (Postgraduate)**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:
 - : **11 % (Undergraduate)**
 - : **100% (Postgraduate)**

23. Awards / Recognitions received by faculty and students

Faculty: Nil

Students:

- Dhiya Varghese, III B. Sc received Inspire Scholarship

24. List of eminent academicians and scientists / visitors to the department

* Academicians:

Sl.N o.	Name	Organisation
1	Prof. Sunnykutty K. John	Rtd.HOD of Physics, K.G College, Pampady
2	Prof. P.N Thankachen	HOD of Electronics Dept, Govt. Engineering College, Pampady
3	Dr. Nibu A. George	Asst. Professor, Dept. of Physics, Baselius college, Kottayam
4	Dr. P. Rajagopal	HOD of Physics, CMS College, Kottayam
5	Dr. Jaiby Joseph	Asst. Professor, Dept. of Physics, K.E College, Kottayam
6	Mr. Keerthi Bhushan Pradhan	Adjunct Professor and Career Counseling Expert, Chitkara University
7	Dr. Siby Kurien	Asso. Professor, S.B College, Changanacherry

8	Dr. Varghese C. Joshua	Vice Principal and HOD of Mathematics, CMS College, Kottayam
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* Other Eminent Personalities:

Sl.No.	Name	Organisation
1	Dr. Preethi John	Dean, Chitkara School of Health Science, Chitkara University
2	Dr. Binit Lukose,	Post Doctoral Associate, Cornell University, USA

* Scientists :

Sl.No.	Name	Organisation
1	Dr. Jayan Thomas	Associate Professor and scientist in Nano science Technology Centre, University of Central Florida
2	Dr. N.V. Unnikrishnan	Emeritus Scientist, School of Pure and Applied Physics, M.G University
3	Dr. Vijayakumar S. Nair	Scientist, Space Physics Laboratory, VSSC

25. Seminars/ Conferences/Workshops organized & the source of funding

International : Nil

National : Nil

26. Student profile programme/course wise:

Name of the Course	Year	Application received	Selected	Enrolled		Pass percent
				*M	*F	
B.Sc Physics	2011-14	CAP	12	4	8	100
	2012-15	CAP	12	5	7	100
	2013-16	CAP	19	6	13	73.68
	2014-17	CAP	19	3	16	*RA
	2015-18	CAP	20	10	10	*RA
	2016-19	CAP	22	8	14	*RA
M. Sc Physics	2011-13	CAP	15	5	10	31
	2012-14	CAP	20	5	15	50
	2013-15	CAP	17	0	17	37.5
	2014-16	CAP	20	3	17	25
	2015-17	CAP	20	7	13	*RA
	2016-18	CAP	20	6	14	*RA
Open Course (Energy and Environmental Studies)	2011-12	15	15	7	8	100
	2012-13	16	16	4	12	100
	2013-14	15	15	2	13	100
	2014-15	16	16	8	8	100
	2015-16	17	17	3	14	100

*M = Male *F = Female *RA = Result awaiting

27. Diversity of Students

B. Sc Physics

Year	Percentage of students from		
	same state	other States	abroad
2011-2014	100	0	0
2012-2015	100	0	0
2013-2016	100	0	0
2014-2017	100	0	0
2015-2018	100	0	0
2016-2019	100	0	0

M. Sc Physics

Year	Percentage of students from		
	same state	other States	abroad
2011-2013	100	0	0
2012-2014	100	0	0
2013-2015	100	0	0
2014-2016	100	0	0
2015-2017	100	0	0
2016-2018	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

CSIR NET: 1

29. Student progression

Year	UG to PG (%)	UG to Professional Course (%)	Other Course	Employed		
				Campus Selection (%)	Other Employment (%)	Self Employed (%)
2011-12	52.9	-	35.4	-	11.7	-
2012-13	72.2	-	16.7	11.1	-	-
2013-14	33.3	-	33.4	33.3	-	-
2014-15	91.7	-	-	8.3	-	-
2015-16	47.4	-	47.3	-	5.3	-

M Sc

Year	PG to M.Phil (%)	PG to Other Course	Employed		
			Campus Selection (%)	Other Employment (%)	Self Employed (%)

2011-12	-	45	5	50	-
2012-13	-	39	-	61	-
2013-14	-	45	5	50	-
2014-15	-	94	-	6	-
2015-16	-	94.7	-	5.3	-

30. Details of Infrastructural facilities

- Library
Department library with 740 books
- Internet facilities for Staff & Students
BSNL broadband connection is available
- Class rooms with ICT facility
Class rooms for final year students of B. SC and M. Sc have LCD projector facilities.
- Laboratories
The department has five laboratories for the students (UG Physics Lab-1, UG Electronics Lab-1, PG Physics Lab-1, PG Electronics Lab-1, and one Computer Lab with 12 PCs and 2 Printers)

31. Number of students receiving financial assistance from college, university, government or other agencies

College	Alumni Association & Others	Government
15	3	9

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Academic Seminars, Seminars conducted by the Department

Sl. No.	Program	Associate Institution/ Resource Person	Date/ Period
1	Nanotechnology	Prof. Sunnykutty K. John Rtd. HOD of Physics, K.G College, Pampady	2011
2	Signal Processing.	Prof.P.N Thankachen HOD of Electronics Dept, Govt.Engineering College, Pampady	2012
3	Electronics in everyday life.	Dr.Nibu A.George Asst.Professor, Dept.of Physics, Baselius college, Kottayam	2013
4	Nanotechnology	Dr. Jayan Thomas	10/07/2014

		Associate Professor, Scientist, University of Central Florida	
5	Femto-second Spectroscopy	Dr. P Rajagopal HOD, DEPARTMENT OF PHYSICS, CMS College, Kottayam	28/08/2014
6	Quark Gluon Soup-Denser, Faster and nearly Perfect	Dr. Jaiby Joseph Department of Physics, K. E College, Mannanam	06/03/2015
7	The Evolution of Blue LED	Dr. N.V.Unnikrishan Emeritus Scientist, School of Pure and Applied Physics, MahtmaGandhi University, Kottayam	17/09/2015
8	Career options in emerging India	Dr. Preethi Pradhan Dean-Chitkara School of Health Sciences, Chitkara University, Chandigarh	05/01/2016
9	Career Guidance	Mr. Keerthi Bhusan Pradhan Adjunct Professor-Health Care Management, Chitkara University, Chandigarh	05/01/2016
10	Climate change and aerosol	Dr. Vijayakumar S Nair Scientist, Space Physics Laboratory, ISRO, Thiruvananthapuram	10/03/2016
11	Renewable Energy Sources	Dr. Siby Kurian Associate Professor, Department of Physics, S.B College, Changanassery	25/08/2016
12	Higher Studies Opportunities	Dr. Binit Lukose Post Doctoral Associate, Cornell University, USA	05/10/2016
13	Applicable Mathematics	Dr.Varghese C.Joshua Vice Principal and HOD of Mathematics, CMS College, Kottayam	07/03/2017

33. Teaching methods adopted to improve student learning

- Presentation with LCD projector
- Classroom Lectures
- Group discussions and group tasks
- Seminars.
- Interactive smart board teaching
- Frequent test papers
- Assignments
- Laboratory practicals
- Visit to industries

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

* ***Institutional Social Responsibility (ISR)***

- Aiming at Rural education, our department provided a computer with Wi-Fi at Gramasevini Library, Orvayal
- Providing lab facility for school students to complete their projects.

* ***Extension activities***

- Students are volunteers of the NSS, NCC, College Union and other clubs

35. SWOC analysis of the department and Future plans

Strengths

- Motivated, dedicated and well qualified faculty members
- Mentoring students
- Diversity in student community
- Department Library facility
- Campus placement
- Separate lab facilities for UG and PG

Weaknesses

- Facilities for professional development of faculty is limited
- Limited integration with infrastructure and lab equipments
- Research and associated work

Opportunities

- Diverse job opportunities for students
- Diverse opportunities for higher studies.
- To promote growth with focused attention on student needs.

Challenges

- Insufficient infrastructure and laboratory facilities

Future Plans

- To set up better learning infrastructure and laboratory facilities
- To have better connectivity with research centers and industries
- To set up better ICT support for learning process
- To build up a better and stronger collaboration with alumni

Department of Economics

1. Name of the department : **Department of Economics**

2. Year of Establishment : 1991

3. Names of Programmes / Courses offered

: **B.A Economics**

4. Names of Interdisciplinary courses and the departments/units involved

Course	Departments Involved
Open Course (Fundamentals of Economics)	Chemistry, Zoology, Commerce, Physics
Open Course (Human Rights in India)	Economics, Chemistry, Zoology, Commerce, Physics, BBA, English
Open Course (Environmental History in Indian Context)	Economics, Chemistry, Zoology, Commerce, Physics, BBA, English

5. Annual/ semester/choice based credit system (programme wise)

UG (Semester): Choice Based Credit and Semester System (CBCSS)

6. Participation of the department in the courses offered by other departments.

Our students participate in the complementary courses offered by History and Politics Departments and in the open courses offered by other departments. The details of the courses are:

Department	Course
Chemistry	Chemistry in everyday life
History	Environmental History in Indian Context
Politics	Human Rights in India
Physical Education	Physical Health and Life Skills Education
Physics	Energy and Environmental Studies
Commerce	Fundamentals of Accounting

The students of the department are attending the following add-on courses offered by other departments of the college. The details of the programs are:

English	Creative Communication And Spoken English
Commerce	Tally
Chemistry	Beauty Therapy

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**

8. Details of courses/programmes discontinued (if any) with reasons : **Nil**

9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil

Associate Professors	1	1	1
Asst. Professors	3	3	3
Guest Lecturers	Nil	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Prof. Suma P Aney Mathew	M.A B.Ed M.Phil	Associate Professor	Economics	22	-
Dr. Joy Thomas	M.A B.Ed Ph. D	Assistant Professor	History	15	-
Prof. Preethy Saira Philip	M.A B.Ed	Assistant Professor	Economics	5	-
Prof. Renish Joseph	M.A	Assistant Professor	Political Science	5	-
Smt. Priya.V.K	M.A B.Ed	Lecturer (Guest)	Economics	5	

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **20%**
13. Student -Teacher Ratio (programme wise) : **24:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	1
M. Phil	1
MA	5
B. Ed	4

16. Number of faculty with ongoing projects from a) National b) International

funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name	Funding Agency	Period	Grant
Nil	NA	NA	NA

18. Research Centre /facility recognized by the University : Nil

19. Publications:

* Number of papers published in peer reviewed Journals	International : Nil National : 9
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil
* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	Nil
* h-index	Nil

List of Publications per faculty from 2010 onwards

1. Preethy Saira Philip, Women to work place: Revisiting the success saga in Kerala, *Research Scholar*, ISSN 2249-669, Vol.5(2)
2. Preethy Saira Philip, Ecology and economy: a game won or lost, *Global Research Review*, ISSN 2250-2521, Vol.5(2)
3. Sheeja Kuriyakose, 2010. Articulation of regional identity and demand for separate statehood in India, *Rajagiri Journal of Social sciences*, ISSN: 0973-3056, Vol.2(1)
4. Sheeja Kuriyakose, 2011. State reorganization and demand for separate statehood in India, *Social action*, ISSN:0037-76, Vol.61(2)
5. Sheeja Kuriyakose, Samstana Vibhajanathile Velluvilikal, *Jananeethi*, Feb.2010
6. Sheeja Kuriyakose, Women empowerment through political participation, *Baselius Researcher*, Vol XIII(1), 2012
7. Sheeja Kuriyakose Review on 'India in Turmoil,' Jammu and Kashmir, North east and left wing extremism'. *Baselius Researcher*, Vol. XIII(1), 2012
8. Sheeja Kuriyakose Multilingualism in India and language policy in independent India, *Siva Sailam Journal of social sciences*, ISSN2395-2296
9. Sheeja Kuriyakose, Linguistic minorities in Kerala and their constitutional safe guards, *Siva Silam Business Researcher*, ISSN2395-163X

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
Prof. Suma P. Aney Mathew	Member, Board of Studies, M. G. University	2008-12

22. Student projects

- Percentage of students who have done in-house projects including inter departmental/programme: **100 %**
- Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students

Faculty:

Dr. Joy Thomas - Best NSS Programme Officer, Mahathma Gandhi University 2014 – 15.

Students: -

Richin S. Kottaram – 4th Rank in B A Economics, Mahathma Gandhi University (2014 – 15).

Milumol K. J. - Participated in NSS National Camp, Sri Preumbuthur. (2014 – 15).

Amal Babu – Pre-RD Camp Delhi (2015 – 16).

Raj Sankar – Participated in NSS National Camp, Punjab. (2016 – 17).

Darsana M. S. – Pre-Rd Camp Trichy. (2016 – 17).

A Grade in English Elocution, M. G. University, Youth Festival 2016 – 17

24. List of eminent academicians and scientists / visitors to the department

* Academicians:

Sl.N o.	Name	Organisation
1	Dr. V. Mathew Kurian	Faculty, School of International Relations, MG University
2	Prof. Arun Koshy	Faculty, Madras Christian College
3	Dr. Leena Mathew	Principal, B K College, Amalagiri

* Other Eminent Personalities:

Sl. No.	Name	Organisation
1	Smt. P A. Kochuthresia	Member, Kerala PSC
2	Dr. Sheena Shukkur	Pro. Vice Chancellor, MG University
3	Sri. Alexin George	IPoS, Civil Service

* Scientists : **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding

a) International : **NIL**

b) National : **NIL**

26. Student profile programme/course wise:

Name of the Course	Year	Application received	Selected	Enrolled		Pass percent
				*M	*F	
B.A Economics	2010-11	195	31	11	20	87.09
	2011-12	CAP	31	15	16	85.29
	2012-13	CAP	39	18	21	93.75
	2013-14	CAP	39	15	24	96.77
	2014-15	CAP	39	17	22	82.35
	2015-16	CAP	40	18	22	45.45
	2016-17	CAP	39	11	18	-
Open Course (Fundamentals of Economics)	2011-12	75	15	5	10	100
	2012-13	100	20	4	16	100
	2013-14	75	15	4	11	100
	2014-15	86	16	5	11	100
	2015-16	82	16	4	12	100

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
B A Economics	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

UGC NET : 1 NA

Kerala SET : 5

29. Student progression

B.A

Year	UG to PG (%)	UG to Professional Course (%)	Other Course	Employed		
				Campus Selection (%)	Other Employment (%)	Self Employed (%)
2011-12	82	2	8	1	4	3
2012-13	70	3	1	1	23	2

2013-14	50	2	28	-	10	10
2014-15	67	3	24	-	3	3
2015-16	22	5	37	1	25	10

30. Details of Infrastructural facilities

a. Library

Department library facility is available with 591 books and 2 journal subscriptions.

b. Internet facilities for Staff & Students

One Desktop and one laptop with broadband connection

c. Class rooms with ICT facility

1

d. Laboratories

Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

College	Alumni Association & Others	Government
25	2	45

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

* **Seminars organized**

- Dr.Muralivallabhan (Faculty, S.V.R.N.S.S College, Vazhoor), 2010
- Dr. V. Mathew Kurian (Faculty, School of international relations, Mahatma Gandhi University), 2011
- Dr. P.V. Viswanathan Namboothiri (HOD, Dept of Sanskrit, Baselius College, Kottayam), 2012
- Smt. P A. Kochuthresia (Member Kerala PSC), 2013
- Dr. Leena Mathew (HOD, Department of Economics, B.K. College, Amalagiri), 2014
- Dr. Sheena Shukkur (Hon. Pro. Vice Chancellor, Mahatma Gandhi University), 2105
- Prof. Arun Koshy (Faculty, Madras Christian College), 2016
- Prof. Shalini Thomas (Faculty, B. C. M. College, Kotayam), 2017

* **Special Lectures**

- Equity Education Programme in tie up with J. R. G. Securities Ltd, Pampady, 2010
- Sri. Saju Varghese (Circle Inspector of Police, Kerala), Talk on Drug abuse and illicit trafficking, 2015
- Dr. Issac P.Abraham, Talk on Union Budget Analysis, 2014
- Sri. Alexin George IPoS, Talk on Civil Service Orientation, 2015

33. Teaching methods adopted to improve student learning

Lecture method and Discussion method (debates) is followed widely in our classrooms. Besides students prepare and present seminars which include peer teaching. Quiz programmes are conducted regularly to make the students aware of the recent economic and political developments.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

* ***Institutional Social Responsibility (ISR)***

- Regular visit to Asha Kiran, nearest Palliative Care Centre at Pampady since 2012.
- Flood Relief Fund for Uttarakhand flood in 2014
- Organic Farming by the students

* ***Extension activities***

S N	Nature of Programme	Beneficiaries	Year
1	Dental camp in collaboration with Poly Dental Clinic, Kottayam	College Community & Public	2015
2	Eye Camp in collaboration with District Hospital, Kottayam	College Community	2012

35. SWOC analysis of the department and Future plans

Strengths

- Dedicated faculty giving personal attention to students
- Sufficient number of students
- Well stocked library with Internet facility
- Student friendly atmosphere
- Good parent-teacher relationship

Weaknesses

- Poor socio-economic background of students
- Poor educational performance at the school level
- Poor language skills
- Lack of higher education opportunities in the discipline

Opportunities

- Highly demanded discipline
- Few highly talented students
- Various student support programmes to cater the needs of different category of students,
- Increased campus recruitment and bank recruitment

Challenges

- Poor academic background of the students
- Lack of time to complete portions due to semester system
- Curriculum is not sufficient to meet the present needs of the job market
- Insufficient vocational orientation in curriculum design

Future Plans

- To upgrade the department to a P. G. Department.
- To design and implement more socially committed programs.
- To equip students to excel in personal and professional life.

Department of Chemistry

1. Name of the department : **Department of Chemistry**

2. Year of Establishment : **1993**

3. Names of Programmes / Courses offered
 : **B.Sc Chemistry (Model-1)**
 : **Certificate Course in Beauty Therapy (UGC sponsored Add-on-Course)**

4. Names of Interdisciplinary courses and the departments/units involved

Course	Departments Involved
Complementary Course	Zoology
Open Course (Chemistry in Everyday Life)	Physics, Zoology, Commerce, Economics
Add-on-Course (Beauty therapy to girls)	Beauty therapy to girls

5. Annual/ semester/choice based credit system (programme wise)
UG (Semester): Choice Based Credit and Semester System (CBCSS)

6. Participation of the department in the courses offered by other departments:

Department	Course
Commerce	Fundamentals of Accounting
Physics	Energy & Environmental Studies
History	Environmental History in Indian Context
Politics	Human Rights in India
Physical Education	Physical Health and Life Skills Education
English	Creative Communication And Spoken English (Add-on-Course)
Commerce	Tally (Add-on-Course)
Physics & Mathematics	Complementary courses

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**

8. Details of courses/programmes discontinued (if any) with reasons : **Nil**

9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil
Associate Professors	Nil	Nil	Nil
Asst. Professors	3	3	3
Guest Lecturers	Nil	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Smt. Vinitha Varkey	M.Sc, B.Ed, NET,SET	Assistant Professor	Pure Chemistry	5.5	
Sri.Thomas Baby	M.Sc, B.Ed, NET,SET	Assistant Professor	Pure Chemistry	5.5	
Smt.Princy Susan Koshy	M.Sc, B.Ed, NET,SET	Assistant Professor	Pure Chemistry	3.5	

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **33% (2016-2017)**
13. Student -Teacher Ratio (programme wise)
: **B Sc (Core) - 20:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

	Sanctioned	Filled	Actual
Lab Assistant	1	1	1

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	0
M. Phil	0
MSc	3

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and

total grants received

Name	Funding Agency	Period	Grant
Nil	NA	NA	NA

18. Research Centre /facility recognized by the University : **Nil**

19. Publications:

* Number of papers published in peer reviewed Journals	International : Nil National : Nil
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil
* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	Nil
* h-index	Nil

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
Nil	NA	NA

22. Student projects

- Percentage of students who have done in-house projects including inter departmental/programme : **80 %**
- Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **20%**

23. Awards / Recognitions received by faculty and students

Faculty

- Prof. Thomas Baby –Certificate of Appreciation for the exemplary service in the National Service Scheme, MG University during the year 2015-16

Students

- Christy Mathew has bagged First Prize in Elocution conducted by Vigilance and Anticorruption Department of India, A' grade in Malayalam Essay Writing competition in the University Youth Festival and Second Prize in South Zone Intercollegiate Elocution Competition
- Manu P.S. has selected as the Contingent Leader of Kerala and Lakshadweep Directorate in the Republic Day Parade and got selection in the Rajpadh March during the academic year 2013
- Gopika H Kaimal was selected as the best debater in the debate competition conducted by the Indian Express

24. List of eminent academicians and scientists / visitors to the department

* Academicians:

Sl.No.	Name	Organisation
1	Dr.C.R. Rajagopalan	Associate Professor, University of Kerala
2	Dr.S.Murugan	Rtd.HOD, S.T. Hindu College, Nagercoil
3	Dr. P.J.Varkey	Rtd.HOD, Political Science, S.D. College, Kanjirapally
4	Dr.E. Shaji	Assistant Professor, Dept. Of Geology, Kerala University (Young Scientist Award Winner)

* Other Eminent Personalities:

Sl. No.	Name	Organisation
1	Dr. Anu Joseph K	Chief Medical Officer, Homoeopathic Dispensary
2	Dr. Roy Zachariah	Chief Medical Officer, Homoeo Medical College, Kurichi
3	Sri.C.S.Ashok Kumar	Deputy Registrar of Industries (Rtd.)
4	Dr. Jimy Ponnanakunnel	R&D Process Development Chemist, Senn Chemicals AG, Switzerland.

* Scientists :

Sl.No.	Name	Organisation
1	Dr. Benny George	Senior Scientist, Rubber Research Institute, Kottayam
2	Dr.C.Vineeth	Scientist, ISRO, Thiruvananthapuram (Young Scientist Award winner)
3	Dr.George Abe	Senior Scientist, CWRDM Kottayam Division, KSCSTE, Kerala

25. Seminars/ Conferences/Workshops organized & the source of funding

International : NIL

National :

Program	Source of Fund	Date
Workshop on Innovative Practices In Water Resource Management	KSCSTE	2017

26. Student profile programme/course wise:

Name of the Course	Year	Application received	Selected	Enrolled		Pass percent
				*M	*F	
B.Sc Chemistry	2010-11	45	14	2	12	70
	2011-12	CAP	17	5	12	53
	2012-13	CAP	14	4	10	79
	2013-14	CAP	15	3	12	87

	2014-15	CAP	13	5	8	100
	2015-16	CAP	20	1	13	65
	2016-17	CAP	19	1	13	*RA
Open Course (Chemistry in everyday life)	2011-12	30	15	12	3	80
	2012-13	25	15	4	11	94
	2013-14	27	15	1	14	100
	2014-15	26	15	1	14	100
	2015-16	32	17	1	16	100
Add-on-Course (Beauty therapy)	2015-16	24	24	-	24	100
Complementary Course	2010-12	13	13	2	11	92
	2011-13	16	16	0	16	100
	2012-14	17	17	1	16	88
	2013-15	19	19	2	17	84
	2014-16	16	16	2	14	88

*M = Male *F = Female *RA = Result awaiting

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
B.Sc Chemistry	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : Nil

29. Student progression

Year	UG to PG (%)	UG to Professional Course (%)	Other Course	Employed		
				Campus Selection (%)	Other Employment (%)	Self Employed (%)
2011-12	59	2	4	-	2	3
2012-13	36	10	5	2.8	3	22.2
2013-14	40	13	12	-	10	12
2014-15	46	12	10	-	24	8
2015-16	43	Nil	Nil	0.04	0.12%	Nil

30. Details of Infrastructural facilities

- Library
Department library and class room library facility is available.
- Internet facilities for Staff & Students

BSNL broadband connection is available in the department.

- Class rooms with ICT facility

One out three class rooms is equipped with ICT and smart class room facilities.

- Laboratories

The department have four laboratories for the students of which two UG Lab, one Computer Lab and one Beauty Therapy Lab.

31. Number of students receiving financial assistance from college, university, government or other agencies

College	Alumni Association & Others	Government
27	3	12

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

- Dr. G.Pramod, Associate Professor,N.S.S. college, Changanasserry. 22ndJuly 2011; Purpose Seminar on Ozone layer Depletion
- Dr.C.R. Rajagopalan, Associate Professor, University of Kerala. 15th September 2011; Purpose – Seminar on Ecological Science and Short film presentation “Destiny”.
- Dr. P.N. Harisharma , Associate Professor, SSV College, Airapuram. 11th July 2012; Purpose- Seminar on Adulteration and HACCP certification.
- Dr. Anu Joseph K , Chief Medical Officer, Homoeopathic Dispensary.26th June 2012; Lecture on Epidemics and Prevention
- Dr. Roy Zachariah , , Chief Medical Officer, Homeo Medical College, Kurichi. 26th June, 2012; Purpose- Life Style Diseases.
- Dr. Susan Abraham, Assistant Professor, St.Thomas College,Kozhencherry.24th July 2013; Purpose- Lecture on Pharmaceutics
- Dr. Benny George, Senior Scientist, Rubber Research Institute, Kottayam.1st September 2014; Lecture on Polymer Science and Technology.
- Dr.S.Murugan Rtd.HOD, S.T.Hindu College, Nagercoil. 27th July 2015 ; Purpose – Introducing Session for Microscale Analysis in Chemistry- One day workshop
- Ms. Arathy V Dev, Psychologist “Seethalayam Project” Homeopathic Department of Kerala. 8th December 2015.Purpose – Stress Management
- Dr. Anu Joseph K , Chief Medical Officer, Homoeopathic Dispensary.4th Feb 2016; Purpose –Student Councelling
- Dr. P.J.Varkey, Rtd.HOD,Political Science, S.D. College ,Kanjirapally. 9th February 2016.Purpose- Civil Service Orientation Programme
- Dr.C.Vineeth, Scientist, ISRO ,Thiruvananthapuram.18thFebruary 2016.
- Dr.Ignatious Abraham, Assistant Professor, S.H.College, Thevara. 3rdSeptember,2016. Talk on Quantum mechanics.
- Prof. Subin Joseph, Assistant Professor, S.B.College Changanasserry.7th September 2016.Purpose- Seminar on Solid State Chemistry

- Dr. Merciamma Francis, Associate Professor & Head, Govt. College, Natakombam. 15th December 2016. Talk on Value based Education.
 - Dr.P.J. Antony, Assistant Professor, St. Michael's College, Cherthala, 15th December 2016. Seminar on Marine Biology and Research in Southern Ocean.
 - Sri.C.S.Ashok Kumar, Deputy Registrar of Industries (Rtd.) 15th December 2016, Purpose- Seminar on Self-Employment
 - Dr. E.Shaji, Assistant Professor, Dept. Of Geology, Kerala University, 2nd February 2016; Talk- Water Resource Management
 - Dr.George Abe, Senior Scientist, CWRDM Kottayam Division, KSCSTE, Kerala, 2nd February 2016; Talk- Water Resource Management
 - Dr.Jimy Ponnanakunnel, R&D Process Development Chemist, Senn Chemicals AG, Switzerland; Motivational talk on Career Advancements
 - KSCSTE sponsored workshop on Innovative practices in water resource management.
33. Teaching methods adopted to improve student learning
- Lecturing with Power point presentations
 - Direct Hand Experience By Factory and Lab Visits
 - Group Discussion
 - Peer teaching
 - Student Support programme by remedial Coaching
 - Extra Classes in Advanced topics.
 - Demonstrative Sessions

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- **Institutional Social Responsibility (ISR)**

The teachers of the department have undertaken the following responsibilities as part of the ISR.

Prof. Vinitha Varkey

2014-15, Vice-President, MGOCSM
 2014-17, Mentor, Walk with Scholar
 2015 onwards, Co-ordinator, Add on Course, Beauty Therapy.

Prof. Thomas Baby

2015 onwards: NSS Programme Officer
 2014-15, Co-ordinator, SSP
 2016-17, Mentor, Walk with Scholar and SSP.
 2013-16, Chief Superintendent, P S C Examinations.

Prof. Princy Susan Koshy

2016-17, Vice-President, MGOCSM

Students are active participants of NSS, NCC, Youth Red Cross, Blood Donors forum, MGOCSM and Nature club. They are actively engaged in all the programmes coordinated by these clubs.

The department is actively participated in the following activities

- * Various Medical Camps in and around the college.
- * Counseling programmes for students.

- * Awareness programmes to Kudumbashree units.
- * Charity works in Government hospitals.
- * Oldage home visits.
- * Medical camps in orphanages.
- * Awareness against plastic waste.
- * Awareness to conserve water among public.
- * Civil Service Coaching.
- * Study kit to plus two and SSLC students.
- * BMI and free medical check up.
- * Awareness to food adulteration.

● **Extension activities**

S.No.	Nature of Programme	Beneficiaries	Year
1	Medical Camp & Counselling	College Community & Public	2012-13
2	Awareness on Food Adulteration & HACCP certification	Kudumbasree	2012-13 2015-16
3	Soap production training -Self Enterpreunership	Students	2012-13 2016-17
4	Old age home visit	Community	2013-14
5	Self employment training in paper bag production	Students	2015-16
6	Question paper distribution	Higher Secondary Students	2015-16
7	Training programme on implementation of microscale analysis	Higher Secondary teachers & students	2015-16
8	Free medical check up	Old Age Home	2016-17
9	Question Bank distribution on Revised syllabus	SSLC students of various schools	2016-17
10	Beauty Consultation and treatments	College community	2016-17
11	Practical sessions on fitness wellbeing	College Community	2016-17
12	Counselling session	College Community & public	2015-16
13	Water Quality Analysis	Public	2016-17
14	Civil Service Orientation	College Community	2015-16

35. SWOC analysis of the department and Future plans

Strengths

- Well- Equipped Laboratories including Separate Labs for Physical chemistry experiments & Qualitative Analysis.
- Computer Lab with Internet facility.
- Class room library
- Conduct of visits to Industries and public sector companies.
- Facilities to carry out their project work on research institutions so as to

nurture their research talents.

- Counselling Unit for helping the students to face their various problems.
- Career promoting clubs like Civil service clubs, Entrepreneurship club

Weaknesses

- Economically Backward and Average level students mostly from rural areas.
- Inadequacy of a Post Graduate Department.
- Lack of sufficient teachers
- Time Constraints for the faculty to promote their research oriented activities

Opportunities

- Various Industries and public sector firms in and around the college that provide students to carry out their research related activities.
- Reputed Institutions and University nearby the college for pursuing their studies.
- Various student support programme designed in suitable manner to cater the needs of students.
- Campus recruitment programmes

Challenges

- Financial Constraints for the purchase of modern equipments .
- As most of the students are of average learning capacity it is very challenging to maintain good academic results.
- Demands hard work from the part of faculties to provide updated knowledge to the students.
- Lack of time to complete the portions in time due to semester system.
- The Students after ensuring admissions opt for different professional courses creating unfilled vacancies in the course

Future Plans

- To upgrade the department to a P. G. Department.
- To establish a certified water consultancy lab

Department of Management Science (Self Financing)

1. Name of the department : **Department of Management Science**
2. Year of Establishment : **2003**
3. Names of Programmes / Courses offered : **B.B.A (Self Financing)**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise)
UG (Semester): Choice Based Credit and Semester System (CBCSS)
6. Participation of the department in the courses offered by other departments:

Department	Course
History (Open Course)	Environmental History in Indian Context
Politics (Open Course)	Human Rights in India
Physical Education (Open Course)	Physical Health and Life Skills Education
English (Add-on-Course)	Creative Communication And Spoken English
Commerce (Add-on-Course)	Tally
Chemistry (Add-on-Course)	Beauty Therapy

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**
9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil
Associate Professors	Nil	Nil	Nil
Asst. Professors	05	05	05
Guest Lecturers	Nil	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Mr. Roy Jose	M.Com	Assistant Professor	Finance	10	-
Smt. Manjith Roy	M.Com	Assistant Professor	Finance	05	-
Smt. Ashalatha PK	M.Com	Assistant Professor	Finance	05	-
Dr. John K Babu	MBA, Ph. D	Assistant Professor	HRM & Marketing	01	-
Smt. Susanna J Vettuvallil	M.Com	Assistant Professor	Finance	01	-

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Nil
13. Student -Teacher Ratio (programme wise)
: BBA - 8:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	1
M. Phil	1
MCom	4
MBA	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name	Funding Agency	Period	Grant
Nil	NA	NA	NA

18. Research Centre /facility recognized by the University : Nil

19. Publications:

* Number of papers published in peer reviewed Journals	International : 1 National : 1
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil
* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	Nil
* h-index	Nil

List of Publications per Faculty from 2010 onwards

1. Dr. John K Babu, Expectation of buyers about neighborhood facilities in the purchase of apartments in Kerala, *International journal of arts and science research*, ISSN: 2393-953
2. **Roy Jose, Problems faced by Women Entrepreneurs in India, National Seminar Publication by Department of Economics**

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
Nil	NA	NA

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **100%**

23. Awards / Recognitions received by faculty and students

Faculty: Nil

Students: **Krishna C P Geethu M K Ponnappan and Amala Jose got 1st and 2nd Rank in M. G. University BBA Degree Examinations.**

24. List of eminent academicians and scientists / visitors to the department

* Academicians:

SLNo.	Name	Organisation
1	Dr. Issac P Abraham	Retired Professor and Eminent Tax Consultant.

2	Dr. Tomy Mathew	Examination Controller and Head of the Department of Commerce, CMS Autonomous College, Kottayam
3.	Prof. Kurian Joseph	Principal, St. Alphonsa College Company Secretaryship, Kanjirappally

* Other Eminent Personalities:

Sl. No.	Name	Organisation
1	Nil	NA

* Scientists :

Sl.No.	Name	Organisation
1	Nil	NA

25. Seminars/ Conferences/Workshops organized & the source of funding

International : **NIL**

National : **NIL**

26. Student profile programme/course wise:

Name of the Course	Year	Application received	Selected	Enrolled		Pass percent
				*M	*F	
	2011-12			35	16	90.20
	2012-13			33	19	90.38
	2013-14			26	17	25.53
	2014-15			20	15	*RA
	2015-16			26	17	*RA

*M = Male *F = Female *RA = Result awaiting

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
B.B.A	98	0	2

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : **NET 2**

29. Student progression

B.B.A

Year	UG to PG (%)	UG to Professional Course	Other Courses	Employed		
				Campus Selection (%)	Other Employment (%)	Self Employed (%)

		(%)	u r s e			
2011-12	65				4	
2012-13	70				5	
2013-14	75				4	
2014-15	70				3	
2015-16	80	Nil	Nil	10	Nil	2

30. Details of Infrastructural facilities

- Library
The department has one library room with 1100 books and one LCD projector.
- Internet facilities for Staff & Students
BSNL broadband connection is available in the department.
- Class rooms with ICT facility
One out three class rooms is equipped with ICT and smart class room facilities.
- Laboratories : Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

College	Alumni Association & Others
10	2

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

- Tally course conducted by G-Tec Computers Pampady.

33. Teaching methods adopted to improve student learning

- Lecturing with Power point presentations
- Group Discussion
- Industrial visits

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Institutional Social Responsibility (ISR):
 - **Students are active participants of NSS, NCC, Youth Red Cross, Blood Donors forum, MGOCSM and Nature club. They are actively engaged in all the programmes coordinated by these clubs.**
 - **One of our students serves in Asha Kiran, nearest Palliative Care Centre at Pampady.**
 - **Visited Poor Home run by Catholic sisters at Kunnanthanam.**
 - Extension activities:
 - **Conducted an awareness campaign against Dengue fever and distributed preventive medicines in the Ward IV of Pampady Gramapanchayat.**

35. SWOC analysis of the department and Future plans

Strengths

- **Motivated, dedicated and well qualifies faculty members**
- Well stocked Library with 1100 books.
- LCD Facility.
- Spacious class rooms.
- **Student friendly atmosphere**
- **Good parent-teacher relationship**

Weaknesses

- **Economically backwardness and** Below average learning capability of the students
- **Inadequacy of a Post Graduate Department.**

Opportunities

- Opportunity to offer new courses, especially for Post graduate students

Challenges

- As most of the students are of average learning capacity it is very challenging to maintain good academic results.

Future Plans

- To start career oriented add on courses

Department of English (Self Financing)

1. Name of the department : **Department of English – Language and Literature**
2. Year of Establishment : **2015**
3. Names of Programmes / Courses offered : **UG**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise)
UG (Semester): Choice Based Credit and Semester System (CBCSS)
6. Participation of the department in the courses offered by other departments. : **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**

9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil
Associate Professors	Nil	Nil	Nil
Asst. Professors	Nil	Nil	Nil
Guest Lecturers	4	4	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Santhy Krishna. K	M.A.,B. Ed, SET	Lecturer		2.5	
Jincy Joseph	M.A. B. Ed, SET	Lecturer		1.9	

Sreelekshmi S Pillai	M.A.	Lecturer		½	
Prathibha Anne Baby	M.A, M. Phil PGDJMC	Lecturer	Indian Fiction	2.5	

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Not Applicable**
13. Student -Teacher Ratio (programme wise) : **6:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	-
M. Phil	1
MA	4
B. Ed	2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name	Funding Agency	Period	Grant
Nil	NA	NA	NA

18. Research Centre /facility recognized by the University : **Nil**

19. Publications:

* Number of papers published in peer reviewed Journals	International : Nil National : Nil
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil
* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	Nil
* h-index	Nil

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
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Nil	NA	NA
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22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **Nil**

23. Awards / Recognitions received by faculty and students

Faculty : **Nil**Students : **Nil**

24. List of eminent academicians and scientists / visitors to the department

- * Academicians : **Nil**
- * Other Eminent Personalities : **Nil**
- * Scientists : **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding

International : **Nil**National : **Nil**

26. Student profile programme/course wise:

Name of the Course	Year	Application received	Selected	Enrolled		Pass percent
				*M	*F	
B A English-Language and Literature	2015-16	78	66	18	48	100
	2016-17	38	21	6	15	100

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
Not Applicable	-	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

UGC NET : **Nil**Kerala SET : **Nil**

29. Student progression

: **N/A**

30. Details of Infrastructural facilities

- Library
Department library with 56 books
- Internet facilities for Staff & Students
One laptop with internet connectivity for the use of department staffs

- Class rooms with ICT facility
Nil
 - Laboratories
Nil
31. Number of students receiving financial assistance from college, university, government or other agencies : 4
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts
- * ***Seminars organized***
 - A seminar on Transcendentalism through Reiki had been conducted on 17th February, 2017 by Mr Felix Devasiya, a reiki master and motivational speaker.
 - Prof. Joy Joseph, the head of the department of English, K.G College addressed the students on stress management and motivation on 15, November 2016.
 - The department conducted seminars as part of the curriculum in which the students presented papers followed by discussion
 - * ***Special Lectures***
 - The department has arranged special lectures by eminent academicians and conducted seminars and workshops with the active participation of the students and the staff.
 - Prof. C.A. Abraham, renowned English professor and former principal of C.M.S College, Kottayam delivered a lecture on the modern trends in literary criticism while inaugurating the English Association.
33. Teaching methods adopted to improve student learning
The department follows the teaching method approved by the expert committees in the academic sector. Active participation of the students is ensured in the teaching- learning process so that they enjoy the exercise without feeling any boredom. Seminars are conducted after every lesson and periodic tests are given to make proper.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities
- * Institutional Social Responsibility (ISR) : Nil
 - * Extension activities
The department ensures the active participation and involvement of all students in the activities of the National Service Scheme and various extension programmes mooted by the college. They serve as volunteers in the various cleaning programmes and charity works conducted by the N S S.
35. SWOC analysis of the department and Future plans
- * ***Strengths, Weaknesses, Opportunities and Challenges***
The department started functioning only in 2015 and the budding department naturally has to face much growing pains. As we are competing with institutions having a century of experience in the field we

know that we have to struggle a lot to keep pace with them. As the course was sanctioned much later and as other institutions had already completed the admission process we found much difficulty to enroll students with real aptitude and interest in the subject. With the concerted efforts of the teachers and students we have managed to inculcate a true interest in them to study this subject. A well stacked library is absolutely necessary for a department teaching literature and we have to admit that we lag much behind in this. Most advanced departments today boast of language labs and it is a distant dream for a two year old department like ours. Our greatest strength is our students who have taken up the challenges and risen to the need of the hour. They have actively participated in the academic and non academic activities of the college and have earned laurels in various competitions. They have actively participated in the competitions organized by other colleges and won prizes. The teachers are dedicated and encouraged them in all their pursuits. The support and patronage from the principal and management have always enabled us to tide over all the challenges we have faced.

* ***Future Plans***

We are waiting for the first batch to come out with flying colours. Our aim is to elevate ours as a post graduate department with a good library, language lab and all other modern facilities. All these will attract students with real aptitude and caliber to this department.

Department of Languages

1. Name of the department : Department of Languages
2. Year of Establishment : **1981**
3. Names of Programmes / Courses offered
: **UG**
4. Names of Interdisciplinary courses and the departments/units involved
: **Nil**
5. Annual/ semester/choice based credit system (programme wise)
UG (Semester): Choice Based Credit and Semester System (CBCSS)
6. Participation of the department in the courses offered by other departments.
: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons :
: **Nil**

9. Number of Teaching posts

	Sanctioned	Filed	Actual
Professors	Nil	Nil	Nil
Associate Professors	2	2	2
Asst. Professors	2	2	2
Guest Lecturers	Nil	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Prof. Joy Joseph	M.A. M. Phil M. Ed MA(DE)	Associate Professor	Linguistics, Teaching of English	21	

	PGDTE				
Dr. C Jayasree	M.A M. Phil Ph. D	Associate Professor	Ancient & Modern Literature	20	
Prof. Namitha George	M.A M. Ed	Assistant Professor		4	
Prof. A Priya	M.A M. Ed Ph. D	Assistant Professor		3	

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Nil
13. Student -Teacher Ratio (programme wise) : **Malayalam 1:70**
Hindi 1 : 40
English 1 : 75
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	2
M. Phil	2
MA	5
M. Ed	3

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name	Funding Agency	Period	Grant
Prof. Joy Joseph	UGC	2012 - 15	1,45,000
Dr. Priya A.	UGC	2013 - 16	1,45,000

18. Research Centre /facility recognized by the University : Nil

19. Publications:

* Number of papers published in peer reviewed Journals	International : Nil National : 25
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil

* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	Nil
* h-index	Nil

List of Publications per faculty from 2010 onwards

1. Dr. Priya A., Lok Ki Kasmahut Ki Kasamkash., Kavitha Ka Varthaman (Vani Prakashan, New Delhi), ISBN : 978-93-5000-742-6.2011, Page No. 25
2. 59. Dr. Priya A., Aupaniveshik Sajishom Ke Jirah .Patkatha Ka Lok., Dakshin Bharath Hindi Prachar Sabha, Madras : RNI No. 30539/75-January-March 2011 : Vol. 142 Page No. 46
3. 60. Dr. Priya A., Nagarjun Ki Kavitha Mein Lokras, Sahithya Amrit, New Delhi - February 2011. ISSN: 2455-1171. Page No. 29
4. 61. Dr. Priya A., Prakriti Ki Oaj Se Gumfith Jeevan Yadharth Ki Kavitha, Sahithya Mandal Pathrika (Ajyey Visheshank), Cochin - June-August 2012. Page No. 43
5. 62. Dr. Priya A., Sramik Varg Ki Badhalat Ke Virudh Samakaleen Kavitha Ka Prathirodhi Swar, Kavitha Banam Prathirodh - 2012, Department of Hindi, CUSAT, PageNo. 99 (National Seminar Proceedings)
6. 63. Dr. Priya A., Mahanagareey Sanskrity Banam Kalakar Ke Asthithvu Ka Sankat Sradhanjali (Njanpeett Puraskar Vijetha .Sreelal Shukl Ka Rajana Sansar., Department of Hindi, Maharaja.s College, Ernakulam) - 2013, Page No. 35
7. 64. Dr. Priya A., Bhavani Prasad Misru Ki Kavitha Mein Kisani Chethana Ka Sadathya Anusheelan-2013, Bhavani Prasad Misru Visheshank, Department of Hindi, CUSAT -ISSN: 2249-2844, Vol. 30., Page No. 137
8. 65. Dr. Priya A., Vedanikkunna Jeevithandhyam Samakalika Hindi Dalit Katha (Malayalam Book), Hindi Department, CUSAT - ISBN: 978-93-80095-43-., Page No. 49
9. 66. Dr. Priya A., Keral Ki Hindi Alochana, Dakshin Mein Hindi Bhasha Aur Sahithya - Dasha Aur Disha, Jawahar Pusthakalay, Madura - ISSN: 978-81-8111-237-9., Page No.140
10. 67. Dr. Priya A., Paristhithik Kavitha Ka Khurdara Sankat Anusheelan - Sahithya Mein Paristhithiki, Hindi Departmet, CUSAT - January 2013,ISSN: 2249-2844, Vol. 29.,Page No. 209
11. 68. Dr. Priya A., Kathyayani Ki Kavitha Mein SamajikPrathibadhatha Ki Goonj Samakaleen Hindi Sahithya Aur Mahila Lekhan - November 2013, UGC National Seminar Proceedings from Research Department, Catholicate, College, Pathanamthitta. ISBN: 978-81-920273-0-3. , Page No. 107.
12. 69. Dr. Priya A., Ekanth Sreevasthav Ki Kavitha Mein Prakrithik Than Ki Anugunj e.tude (A multi disciplinary Research Journal - January 2015), IQAC, Panampilly Memorial Government College - (ISSN : 2394-6482)- Page No. 123.
13. 70. Dr. Priya A., Samakaleen Hindi Kavitha Mein Manavadhikar Se Vanjith Bachom Ke Prathiman Samakaleen Hindi Sahithya Mein

- Manavadhikar Ki Parikalpana (Seminar proceedings from Nirmala Academic and Research Publications, Nirmala College, Muvattupuzha-August 2015) - (ISBN : 978-81-929844-2-1) Page No. 50.
14. 71. Dr. Priya A., Utharadhunik Kavitha Mein Samajik Sankat Ke Paridrisya, Utharadhunik Hindi Sahithya Mein Samajik Chethana (UGC Seminar proceedings from N.S.S. College, Changanacherry-November 2015) - (ISBN : 978-93-5235-617-1) PageNo. 55.
 15. 72. Dr. Priya A., Leeladhar Jagudi Ki Kavitha Mein Samay Aur Prakrithi Ke Beech Ki Kasamkash : Samakaleen Hindi Kavitha Mein Paryavaran Vimarsh - Aman Prakashan,Kanpur (ISBN : 978-93-85389-76-4- Page No. 68.
 16. 73. Dr. Priya A., Samakaleen Kavitha Mein Sampradayik Vikalatha Ka Paridrisya Janavikalp (Sampradayikatha Visheshank), Thrissur (Journal)- (ISSN: 2231-6191) Page No. 94.
 17. 74. Dr. Priya A., Malayalam Sahithya Ke Sasakth Hasthakshar - O.N.V. Kurup Yuva Samvad, New Delhi (April 2016) - (ISSN : 2319-9407) Page No. 49.
 18. 75. Dr. Priya A., Sarveswar Dayal Saksena Ki Kavitha Mein Lokpaksh Ke Ayam, Aksar (Monthly Magazine), Jaipur, Rajasthan (April-June 2016) - (ISSN : 2278-2338) Page No. 108.
 19. 76. Dr. Priya A., Vaisweekrith Paridrisya Mein Kavitha Ki Bahuswaratha, Samakaleen Hindi Sahithya Vaisweekaran Ke Sandarbh Mein, Saraswathi Prakashan, Mumbai (July 2016) - (ISBN : 978-93-81980-24-8) Page No. 102.
 21. 77. Dr. Priya A., Poem Translation - Rafeek Ahammed.s, Research Inspiration (An International Multi Disciplinary e-Journal), Gwalior. ISSN : 2455-443X Vol. 1, Issue for September 2016
 22. 78. Article Title: "Banjar Samay Mein Gav Ki Dharthi Se Pragathisheel Kavitha Ka Sarokar" - Page No. 69 (Published in Magazine : Eak Aur Anthareep, Jaipur : ISSN : 2278-6066 - October-December 2016, Vol. 22)
 23. Namitha George., The positioning of female subjects in narration with special reference to Madampu Kunjukuttan's Novel- Bhrusht ., Research Scholar Vol.II, No. 4, Dec. 2012; ISSN : 2249-6696, peer refered quarterly interdisciplinary research journal pg. 34-37.
 24. Namitha George., The positioning of female subjects in narration with special reference to Madampu Kunjukuttan's Novel- Bhrusht ., Research Scholar Vol.II, No. 4, Dec. 2012; ISSN : 2249-6696, peer refered quarterly interdisciplinary research journal pg. 54-66.
 25. Namitha George., The positioning of female subjects in narration with special reference to Madampu Kunjukuttan's Novel- Bhrusht ., Research Lines Vol.II, No. 2, Dec. 2012; ISSN : 0975-8941, pg. 41-43.

20. Areas of consultancy and income generated :

Nil

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
Prof. Joy Joseph	Resource Person for Volunteer Secretaries Training, NSS, M. G. University	2010 onwards
	Member, International Association of the Teachers of English as Foreign Language	
	Member, English Language Teachers Association of India	
	Member, ELTeCs	
Dr. Jayasree C.	Committee Member, Bharathi Vilasam Grandhasala, Karapuzha, Kottayam	2011 – 14
	Subject Expert; M. G. University, Kottayam	2015 – 16
	Question Paper Setter : Mar Evanios Autonomous College, Thiruvananthapuram	2014 – 17
	Question Paper Setter : Kerala PSC	2014

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : N/A
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : N/A

23. Awards / Recognitions received by faculty and students

Faculty : Nil

Students : Nil

24. List of eminent academicians and scientists / visitors to the department

* Academicians :

Sl.No.	Name	Organisation
1	K. A. Francis	Former Chairman, Lalithakala Academy
2	Dr. P. V. Viswanathan Namboothiri	Former HOD Sanskrit, Baselius Collge, Kottayam, Famous Orator.
3	Sri. Premachandran	Former AR, M. G. University
4	Sri. K. C. Narayanan	Editor, Bhashaposhini
5	Thomas Kuruvilla	Assistant Professor, Department of Malayalam, Baselius College, Kottayam
6	Sarath P. Nath	Assistant Professor, Department of Sanskrit, Baselius College, Kottayam
7	Dr. J. Prameela devi	Member, Women's Commission
8	Sri. Aju Narayan	Reader, School of Letters, M. G. University, Kottayam

9	Dr. Paul Manalil	Journalist
10.	Dr. K. S. Radhakrishnan	Former VC, Sanskrit University, Former PSC Chairman

* Other Eminent Personalities :

Sl.No.	Name	Organisation
1	Margi Vijayakumar	Famous Kathakali Artist
2	Pathiyoor Sankarankutty	Famous Kathakali Singer
3	Sri. Vijayaraghavan	Cine Artist
4	Rajan P. Dev	Cine Artist
5	Kottayam Nazeer	Cine Artist
6	Mr. Manoj	Winner Asianet Comedy Show
7	Anoop Chandran	Cine Artist
8	Pratheesh Nandan	Cine Artist
9	Prem prakash	Film Director & Film Producer
10	Master Gautham	Winner Asianet Reality Show

* Scientists : **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding

International : **NIL**

National : **NIL**

26. Student profile programme/course wise: **Not Applicable**

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
Not Applicable	-	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

UGC NET : Nil

Kerala SET : Nil

29. Student progression

: **N/A**

30. Details of Infrastructural facilities

- Library : **Books in General Library**

1	English	3231
2	Malayalam	3332
3	Hindi	236

- Internet facilities for Staff & Students

One Desktop and one laptop with broadband connection

- Class rooms with ICT facility

Nil

- Laboratories
Nil

31. Number of students receiving financial assistance from college, university, government or other agencies :

Endowments : English : 2

Hindi : 2

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

- * Seminars organized : Nil
- * Special Lectures : Nil

33. Teaching methods adopted to improve student learning

- Lecturing with Power point presentations
- Student Support programme by remedial Coaching
- Lectures by Eminent Personalities who visited the college.
- Organised a Kathakali Prgoramme as part of the curriculum.
- Organised a music programme 'Swaralayamanjari'

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- * Institutional Social Responsibility (ISR) :

Prof. Joy Joseph: Has launched a new-generation Youth solidarity aiming creative interventions among the University Students of Kerala now crossing the borders named 'Youth-AID' Programme

: As part of College Career Guidance Cell, guided a large number of students to select their future courses and jobs.

- * Extension activities : Nil

35. SWOC analysis of the department and Future plans

Strengths

- Excellent support from management and administration
- Hard working teachers.
- The department covers all UG students of the college.

Weaknesses

- Time Constraints for the faculty to promote their research oriented activities.
- No aided UG programmes for languages. (English, Malayalam, Hindi)

Opportunities

- Personal contacts with eminent personalities and academicians.
- Good relationship with all students of the college.

Challenges

- Hectic schedules of semester system and lack of enough time due to high teacher student ratio.

Future Plans

- To organize conferences and seminars for the benefit of students.
- To conduct more stage programmes on audio - visual arts.
- To organise weekly cultural programmes by students.
- Broadcast recorded campus radio programmes.

Department of Physical Education

1. Name of the department : Department of Physical Education
2. Year of Establishment : **1981**
3. Names of Programmes / Courses offered
: **Open Course, Vth Semester UG – Physical Health and Life Skills Education**
4. Names of Interdisciplinary courses and the departments/units involved
: **Nil**
5. Annual/ semester/choice based credit system (programme wise)
UG (Semester): Choice Based Credit and Semester System (CBCSS)
6. Participation of the department in the courses offered by other departments.
: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons :
: **Nil**

9. Number of Teaching posts

	Sanctioned	Filled	Actual
Professors	Nil	Nil	Nil
Associate Professors		-	-
Asst. Professors	1	1	1
Guest Lecturers	Nil	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 years
Dr. Joji M. Philip	BPE, MPES,	Assistant Professor	Athletics	20	-

	M.Phil, NIS, DYEd, Ph.D				
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11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Nil**
13. Student -Teacher Ratio (programme wise) : **Not Applicable**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph D	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Type of Project	Number of Faculties	Grant Amount
National	Nil	NA
International	Nil	NA

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name	Funding Agency	Period	Grant
Nil	NA	NA	NA

18. Research Centre /facility recognized by the University : **Nil**

19. Publications:

* Number of papers published in peer reviewed Journals	International : Nil National : 5
* Monographs	Nil
* Chapters in Books	Nil
* Books edited	Nil
* Books with ISBN with details of publishers	Nil
* Number listed in International Database	Nil
* Citation Index	Nil
* SNIP	Nil
* SJR	Nil
* Impact Factor	Nil
* h-index	Nil

List of Publications per faculty from 2010 onwards

1. Dr. Joji M. Philip, March, 2011, "Isolated and Combined Effect of Self Massage Manipulation and Vibration Training on Selected Performance Fitness Variables among Softball Players", *Voice of Sports*, ISSN:0975 – 4687.

2. Dr. Joji M. Philip, January, 2010, "Women Empowerment – A Conceptual Framework", *Kegees journal of Social Science*, ISSN:0975 – 3621.
3. Dr. Joji M. Philip, January, 2012, "Effect of Selected Yoga Core Power Iron Yoga Practices on Strength Flexibility and Vital Capacity among Softball Players", National Seminar 'Recent Trends in Physical Education, Sports, health Education, Yoga and Stress management', ISBN:978-81-920273-0-2.
4. Dr. Joji M. Philip, "Sports a Necessity of Life", *Jyothirgamaya*.
5. Dr. Joji M. Philip, January, 2012, 'The revising of Culture and History through Literature', Roots, ISBN: 978-81-920711-0-7.

20. Areas of consultancy and income generated :

Nil

21. Faculty as members in

Name of the faculty	Name of the Committees / Board	Year
Nil	NA	NA

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : **N/A**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **N/A**

23. Awards / Recognitions received by faculty and students

Faculty : **Nil**

Students : **Nil**

24. List of eminent academicians and scientists / visitors to the department

- * Academicians : **NIL**
- * Other Eminent Personalities : **NIL**
- * Scientists : **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding

International : **NIL**

National : **NIL**

26. Student profile programme/course wise: **Not Applicable**

27. Diversity of Students

Name of the Course	Percentage of students from		
	same state	other States	abroad
Not Applicable	-	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : **NA**

29. Student progression

: **N/A**

30. Details of Infrastructural facilities

- Library
NA
- Internet facilities for Staff & Students
One Desktop and one laptop with broadband connection
- Class rooms with ICT facility
NA
- Laboratories
NA

31. Number of students receiving financial assistance from college, university, government or other agencies : **NA**

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

- * Seminars organized : **Nil**
- * Special Lectures : **Nil**

33. Teaching methods adopted to improve student learning

- Lecturing with Power point presentations

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- * Institutional Social Responsibility (ISR) : **Nil**
- * Extension activities : **Nil**

35. SWOC analysis of the department and Future plans

Strengths:

- Qualified staff is available in the department
- Management always supports the activities of the department.
- Students are highly interested in all the Physical Education activities.
- Good support and co-operation from all the staff members of the college.

Weaknesses:

- Lack of Sports Quota admission to the UG and PG programmes of the college
- Sports hostel facilities are not available in the campus.
- Total strength of the students is less.
- Fund availability is not sufficient for the physical education programme.

Opportunities

- To start a fitness center for the student and public.
- Coaching camps can be conducted to the school students in various games.
- Yoga training programme can start in the campus.
- Fitness testing programmes can be conducted in the campus for staff and students.

Challenges:

- Lack of funds is a major problem to organise different programmes in the department
- Lack of sports quota admission is a major problem.
- No sports hostel facilities are available in the campus.
- Public transportation facility is not available near the campus for the students

Future Plans

- Health and fitness club for the college community and the public.
- Aerobic fitness programme for the students and staff.
- Conduct a national Seminar in Physical Education.
- Sports coaching centre for school students

Post-accreditation Initiatives

The NAAC Peer team visited Kuriakose Gregorios College in March 2010 for the first accreditation made specific recommendations for the quality enhancement of the institution. All the activities of the college, since then are done taking in view of these recommendations.

Curriculum Design and Development

- One new PG programme in Zoology was introduced during the post accreditation period.
- One new UG programme in English was also introduced during this period.
- Three add-on courses sponsored by UGC in the department of Commerce, English and Chemistry was started and two batches in each were successfully completed .
- Introduced more softskill development and personality development programmes

Teaching Learning and Evaluation

- ICT enabled teaching and learning is practiced . All PG classrooms and some UG classrooms are equipped with LCD projector. Fully equipped smart classroom facility is also arranged in the college.
- Introduced so many student support programmes like walk with the scholar, student support programme, advanced learners programme, additional skill acquisition programme, remedial coaching, tutorial system etc.
- A pre-structured student feedback system was introduced for evaluation.

Research, Consultancy and Extension

- Enhanced the number of research projects, research publication and research output: -one major project and 11 minor projects were undertaken by the faculty during the post accreditation period. Faculty members have published 83 research articles in national and international journals. 30% of the permanent faculty have highest degree in research.
- Research department of commerce produced 9 PhDs during the post accreditation period.
- A biannual peer reviewed research journal “Kegees Journal of social Science” was published .
- Organized research oriented seminars and workshops by the research centre and research scholars throughout Kerala benefitted from it.
- Generated fund from consultancy.

Infrastructure and Learning resources

- Tremendous change in the facelift of the college during the post accreditation period. A new administrative block was constructed with 10000 sq. feet area.
- Constructed a new block for self -financing courses.
- Extension of the women’s hostel with UGC funds completed.
- An airconditioned mini auditorium, and seminar hall, were equipped.
- Improved the facilities for sports with indoor stadium, tennis court, etc.
- Enhanced the parking facility.
- Installed water cooler and CCTV cameras.
- Enhanced the library facility with more space and e-library access.
- Purchased buses for the conveyance of the teachers and students.

Student support and progression

- Introduced a successful mentoring system.
- Tutorial system and counseling facility were introduced .
- Strengthened the activities of alumni and PTA
- Arranged campus placement programmes.
- Started coaching for NET/SET, and Bank recruitment.
- Launched a new intercollegiate competition and a national paper presentation competition
- Published in house magazines like Theertham,commerce update etc.

Governance,Leadership and Management

- IQAC is started functioning and co-ordinated the initiatives of the college towards excellence.
- Enhanced financial support from the corporate management.
- Internal academic audit system is introduced.

Innovation and best practices

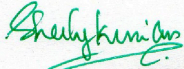
- Strengthened campus to community programme by incorporating new community interface programmes.
- Introduced more student support programmes with the support of alumni and PTA
- Conducted green audit for analyzing the environmental impact.
- Installed rain water harvesting system.

Declaration by the Head of the Institution

I certify that the data included in this Self-Study-Report(SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.


Signature of the Head of the Institution
Dr Shery Kurian
Principal
Kuriakose Gregorios College
Pampady, Kottayam - 686 502

Pampady

30.03.2017



Appendix

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002.

No F.8-86/90 (CPF-I)

January 2000.

The Registrar,
Mahatma Gandhi University,
Kottayam-686569 Kerala.

- 4 FEB 2000

- Sub:- List of Colleges prepared under Section 2(f) of the UGC Act, 1956-inclusion of
New Colleges.

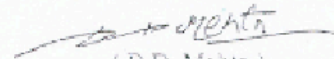
Sir,

I am directed to refer to letter No. MCCC-UGC-KGC-116/99 dated 16th October, 1999 received from the Secretary, The Malankara Orthodox Church Colleges, Kottayam duly forwarded by the University on the above subject and to say that the name of the following College has been included in the above list under Non- Government colleges teaching upto Bachelor's Degree:-

<u>Name of the College</u>	<u>Year of Establishment</u>	<u>Remarks</u>
Kuriakose Gregorios College, Pampady, <u>Kottayam-686 502 (Kerala).</u> (Prof. Titus Varkey)	1991-92	The College is eligible to receive Central assistance in terms of the rules framed under Section 12-B of the UGC Act, 1956.

The Indemnity Bond and other documents in respect of the above College has been accepted by the Commission

Yours faithfully,

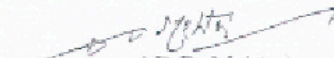


(D.D. Mehta)

Under Secretary

Copy forwarded to:-

1. ✓ The Principal, Kuriakose Gregorios College, Pampady, Kottayam-686 502 (Kerala).
2. The Secretary, Govt. of India, Ministry of Human Resource Development, Department of Education, T-14 Section, Shastri Bhavan, New Delhi-110 001.
3. The Joint Secretary, UGC South-Western regional Office, Prasanna Kumar Block, Place Road, Bangalore-560 009.
4. All Sections, UGC.
5. S.O. (FD-III Section) UGC, New Delhi.
6. D.T.P. Cell, UGC.
7. Guard file.



(D.D. Mehta)

Under Secretary





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Kuriakose Gregorios College

Place : Pampady, Kottayam, Kerala

Criteria	Weightage (W _i)	Criterion-Wise Grade Point Averages (Cr, GPA)	W _i X Cr, GPA
I. Curricular Aspects	050	2.00	100
II. Teaching Learning and Evaluation	450	3.00	1350
III. Research, Consultancy and Extension	100	2.55	255
IV. Infrastructure and Learning Resources	100	3.00	300
V. Student Support and Progression	100	3.00	300
VI. Governance and Leadership	150	2.567	386
VII. Innovative Practices	050	3.30	165
Total	$\sum_{i=1}^7 W_i = 1000$		$\sum_{i=1}^7 W_i \times Cr, GPA = 2856$

$$\text{Institutional Score} = \frac{\sum_{i=1}^7 W_i \times Cr, GPA}{\sum_{i=1}^7 W_i} = \frac{2856}{1000} = \boxed{2.86}$$

Grade = **B**

Descriptor = **GOOD**

Date : September 04, 2010



HARAHAN
Director

- This certification is valid for a period of five years with effect from September 04th 2010
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer

EC/SS/A & A/32

3

x

x

2

7

7

7

7

7