



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	GOVERNMENT COLLEGE KOTTAYAM
Name of the head of the Institution	Dr. R. PRAGASH
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04812363116
Mobile no.	9447456425
Registered Email	gckottayam@gmail.com
Alternate Email	iqacgck@gmail.com
Address	Government College Kottayam, Nattakom P.O., Kottayam, Kerala-686013
City/Town	Kottayam
State/UT	Kerala
Pincode	686013

<b>2. Institutional Status</b>																			
Affiliated / Constituent		Affiliated																	
Type of Institution		Co-education																	
Location		Semi-urban																	
Financial Status		state																	
Name of the IQAC co-ordinator/Director		Dr. SENO JOSE																	
Phone no/Alternate Phone no.		04812363116																	
Mobile no.		9447456425																	
Registered Email		senojose@gmail.com																	
Alternate Email		iqacgck@gmail.com																	
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.gckottayam.ac.in/demo/admin/asset/ckeditor4/ckfinder/userfiles/files/IOAC/KLCOGN13685-Govt_%20College%20Kottayam%20AQAR%202017-18.pdf">https://www.gckottayam.ac.in/demo/admin/asset/ckeditor4/ckfinder/userfiles/files/IOAC/KLCOGN13685-Govt_%20College%20Kottayam%20AQAR%202017-18.pdf</a>																	
<b>4. Whether Academic Calendar prepared during the year</b>		Yes																	
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://www.gckottayam.ac.in/demo/admin/asset/ckeditor4/ckfinder/userfiles/files/IOAC/Calendar%20and%20Handbook%2018-19%201.pdf">https://www.gckottayam.ac.in/demo/admin/asset/ckeditor4/ckfinder/userfiles/files/IOAC/Calendar%20and%20Handbook%2018-19%201.pdf</a>																	
<b>5. Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>3.05</td> <td>2016</td> <td>16-Sep-2016</td> <td>15-Sep-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	2	A	3.05	2016	16-Sep-2016	15-Sep-2021
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
2	A	3.05	2016	16-Sep-2016	15-Sep-2021														
<b>6. Date of Establishment of IQAC</b>			08-Jan-2009																
<b>7. Internal Quality Assurance System</b>																			

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Verification of the applications for promotion under CAS teachers to the Directorate of Collegiate Education	01-Apr-2019 55	53
Orientation programme for first year undergraduate students	05-Oct-2018 1	350
Felicitation of Students for Outstanding Achievement	26-Jan-2019 1	16
New Curriculum and Syllabus Implementation	15-Jan-2019 6	85
Implementation of University Question Bank System	04-Jan-2019 1	40
Preparation of Handbook and Calendar 2018-19	02-Jul-2018 1	1100
Preparation and distribution of Teacher's diary	04-Jun-2018 1	70
Analysis of University Exam Results of UG Programmes 2015-18	04-Jan-2019 1	1100
Internal Academic Audit	06-May-2019 1	1100
Student and Faculty Feedback	11-Mar-2019 1	1100
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government College Kottayam	CQIP (Construction of administration block)	Government of Kerala	2018 365	20000000
Government College Kottayam	CIUP (Renovation of C block roof)	Government of Kerala	2018 365	2640000
Government College	Centre of excellence	Government of Kerala	2018 365	8935000

Kottayam	(Purchase of Instruments towards Sophisticated Analytical Instrument Facility)			
Government College Kottayam	Lab Library (Purchase of books, equipment, chemicals)	Government of Kerala	2018 365	1450000
Government College Kottayam	Faculty development (National Seminars)	Government of Kerala	2018 365	650000
Government College Kottayam	Walk with a Scholar Programme (WWS)	Government of Kerala	2018 365	345100
Government College Kottayam	Scholar Support Programme (SSP)	Government of Kerala	2018 365	190500
Dr. Manojkumar B.	Impress (ICSSR)	Indian Council of Social Science Research	2018 730	600000
Dr. Bino Joy	Impress (ICSSR)	Indian Council of Social Science Research	2018 730	500000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	

(1) Promotion of Teachers under Career Advancement Scheme IQAC systematically verified and submitted to the DCE the placement applications of 53 teachers during the period 01.04.2019 to 25.05.2019. It prepared a list of panels of experts for the constitution of Screening cum Evaluation Committee (SEC), and obtained approval from the University. It meticulously verified each application and prepared verification report. It also documented all the supporting documents and submitted the applications to the DCE along with the report of SEC and necessary documents. The DCE approved all the 53 placement applications submitted by the college.

(2) Strengthening of Sophisticated Analytical Instrument Facility (SAIF) The IQAC submitted a proposal to the Directorate of Collegiate Education, for strengthening of the Centralized Instrumentation Centre of the college, SAIF by purchasing sophisticated instruments. The proposal was approved and the IQAC played leading role for the purchase of FTIR, DSC, TGA, Fluorescence spectrometer and AAS towards the Centralized Instrumentation Centre.

(3) Annual Academic Audit, Green Audit and Energy Audit The Academic audit was designed in such a way that two separate audit committees, one for science programmes and the other for Arts, humanities and Commerce were constituted. Shri. Santhosh T. Varghese, IQAC coordinator, Maharajas College, Ernakulam and Dr. Tom Lal, IQAC coordinator, S.B. College, Changansassery were the external experts for academic audit. Dr. Sylus V.P., Assistant Professor, School of Environmental Sciences, Mahatma Gandhi University was the external expert for the green audit. Shri. Prasanth Narayanan, Assistant Professor of Physics, Government Polytechnic College, Kottayam was the external expert for the energy audit.

(4) Student feedback, Faculty feedback and Student Satisfaction Survey The IQAC, conducted feedback at four levels, viz, the student feedback, the teacher feedback, the alumni feedback and the parent feedback. The analysis of feedback was done by the IQAC and action plan report was prepared. The IQAC conducted the SSS using Google online formats. It used questionnaire published by the NAAC which comprises 20 questions.

(5) Teacher's Diary, Academic Calendar and SWOC Analysis IQAC meticulously designed and prepared a teacher's diary and Academic Calendar. Teacher's diary was distributed to all teachers in the beginning of the academic year. The academic calendar was systematically prepared in line with the University Calendar. IQAC with the support of the Commerce Department of the College prepared a SWOC analysis during the Academic Year 2018-19.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Preparation and publish of Academic calendar	Academic calendar was distributed among teachers and students, and published in the college website. of
Conduct of ENTICH -2018 for first year students	ENTICH -2018 orientation programme was conducted.

Conduct a SWOC analysis	SWOC analysis was conducted
Conduct training programmes related to Question Bank System	Training programme on Question Bank System was conducted for teachers
Prepare, print and distribute teacher's diary	Teacher's diary was distributed
Conduct Academic Audit, Green Audit, Energy Audit	All the audits were conducted and the reports were published in the college website
Take initiative for the campus beautification and maintenance of Herbal Garden and Botanical Garden	Proposals were submitted for financial support. Received support from the CDC Fund
Prepare and Submit proposals for Administration and Academic Block	Financial Assistance received for the construction of Administration block
Prepare and Submit proposals for the strengthening of Sophisticated Analytical Instrument Facility of the College.	Financial assistance received and sophisticated instruments purchased 1. Fourier Transform Infrared Spectroscopy (FTIR) 2. Differential Scanning Calorimeter (DSC) 3. Atomic Absorption Spectrometer 4. Thermogravimetric Analyzer (TGA) 5. Fluorescence Spectrometer
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Council</td> <td style="text-align: center;">05-Jan-2022</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Council	05-Jan-2022
Name of Statutory Body	Meeting Date				
College Council	05-Jan-2022				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	28-Feb-2019				
17. Does the Institution have Management Information System ?	No				

### Part B

#### **CRITERION I – CURRICULAR ASPECTS**

##### **1.1 – Curriculum Planning and Implementation**

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

The College Council: The college council with Principal as the ex-officio president, the vice Principal, heads of all departments, coordinator of IQAC, two persons elected from teaching staff, Librarian, and the office superintendent as members, conducts a meeting and discusses the academic and administrative matters in light of the feedback and evaluations of the previous year obtained from various stake holders and from the IQAC. The Council discusses the preparation and implementation of academic calendar, in accordance with the University Calendar and approves the Master time table. It also selects the coordinators and office bearers of various clubs and committees from among staff, through the IQAC, and takes strategic plans for the systematic execution of the curriculum structured by Mahatma Gandhi University. Subsequently, the Principal conducts a Staff meeting and announces the important decisions of the Council. The minutes of the meeting of the College Council will be made available to each department with immediate effect.

Internal Quality Assurance Cell (IQAC): The first meeting of the IQAC with the Principal in the Chair discusses the Action Plan for the academic year. It also submits the detailed result analysis report and the feedback of previous years activities. The IQAC prepares and distributes the Teacher's diary. Furthermore, the IQAC prepares the detailed project report (DPR) for the important projects to be implemented in the current academic year in connection with the quality and infrastructure augmentation of the college, and submits to the Government of Kerala for the financial support.

The Department Council: The department council with the Head of the department in the chair discusses the all the academic matters in connection with the department including the Council minutes, the IQAC action plan and the time table. The meeting also discusses the allotment of classes and syllabus distribution among the teachers. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic.

Academic calendar: The college prepares and publishes an academic calendar in the beginning of each academic year, in accordance with the University calendar. Printed copy of the academic calendar is made available to every first-year student.

Orientation Programme: The IQAC of the college organizes an orientation programme for newly admitted students, specially designed to bridge the gap between the school and college atmospheres. The list of various clubs and committees including NSS, NCC, and new initiatives like SSP, WWS and ASAP will be introduced to the newly admitted students during the orientation programme. The coordinators of important clubs and committees interact with students during the programme.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Advanced Diploma in Logistics and Supply Chain Management	13/08/2018	90	Employability in supply chain, logistic, purchase and procurement	Skills and practical experience in Logistics and Supply Chain Management
Nil	Professional Diploma in Enterprise Network Engineering	08/11/2018	90	Network engineers	skills needed to design, setup and manage computer

Nil	Professional Diploma in Fibre Optics Digital Security System	13/08/2018	90	Optical Fiber Technician, Cyber Security Specialist	enterprise networks Skills and practical experience in fibre optics and digital security system
Nil	Professional Diploma in Mechanical Automobile Engineering	11/06/2018	90	Managers and technicians in automobile maintenance.	Skills and practical experience in maintenance and managing in automobile engineering
Nil	Professional Diploma in Shipping Logistics	13/08/2018	90	Logistics Analyst, operation manager	Skills and practical experience in shipping logistics

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Botany	01/06/2018
BSc	Industrial Chemistry	01/06/2018
BSc	Geology	01/06/2018
BSc	Mathematics	01/06/2018
BSc	Physics	01/06/2018
BSc	Aqua Culture	01/06/2018
BCom	Finance and Taxation	01/06/2018
BA	Economics	01/06/2018
BA	English	01/06/2018
BA	Political Science	01/06/2018
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

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

	Certificate	Diploma Course
Number of Students	Nil	215

## 1.3 – Curriculum Enrichment



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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Green Chemistry: A value-added Practice	14/01/2019	22
Environmental Pollution and Climate Change	05/11/2018	20
Plant Tissue Culture	12/11/2018	18
Mushroom Cultivation: An Easy and Profitable Practice	10/12/2018	20
Media Writing	01/11/2018	22
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany	24
BSc	Industrial Chemistry	24
BSc	Zoology	22
BSc	Geology	15
MSc	Geology	10
BCom	Finance and Taxation	48
BSc	Physics	22
BSc	Mathematics	20
BA	English	20
BA	Political Science	10
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college has an effective feedback system as part of its Planning, Implementation, Monitoring and Evaluation (PIME) strategy, and takes utmost importance to utilize the findings of the feedback mechanism for the overall development of the institution. The college adopted a four- level feedback mechanism: (i) feedback for students, (ii) feedback for staff, (iii) feedback for parents and (iv) feedback for alumni. The feedback mechanisms for students and staff are developed and operated by the IQAC, while the feedbacks of</p>

parents and alumni are carried out at department level. For this, departments conduct annual meeting of parents and alumni. The IQAC conducts the on-line feedback for students towards the end of every academic year. It is a three-tire feedback mechanism: feedback on the college, feedback on the department and programme, and feedback on teachers. All levels involve 12-15 questions. The questionnaire is designed in such a way to cover all the seven criteria of the NAAC. The results of all levels of feedback are analyzed by the IQAC and a detailed report on each feedback is submitted to the principal. The principal presents the important findings and responses in the College Council meeting as part of the PIME. Based on the discussion on the responses of students and various stakeholders on the overall infrastructure, facilities, programmes, teaching learning and evaluations, University examinations, curricular, co-curricular, extra-curricular, research and extension activities, the College Council the prepares a detailed strategic plan to implement in the current academic year. Learning enhancement programmes and Student support activities are planned and or modified as per the suggestions emanating from the discussions on the responses of students and stake holders. Proposals for infrastructure development are prepared by considering the suggestions of the College Council. The minutes of the meeting is made available to all HODs to discuss in the Department meeting. The feedback of students on teachers will be made available to the concerned teachers. The principal presents the important responses of students and various stakeholders, and the findings and suggestions of the College Council in the staff meeting. Furthermore, the Principal communicates feedback on the programmes and examinations to the university in Principals' meetings convened by the university, whereas faculty members express their opinions in workshops and curriculum development or re-structuring meetings conducted by the university.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	BSc Botany	24	Nill	24
BSc	BSc Industrial Chemistry	24	Nill	24
BSc	BSc Geology	15	Nill	15
BSc	BSc Mathematics	24	Nill	23
BSc	BSc Physics	24	Nill	22
BSc	BSc Zoology	24	Nill	23
BCom	Finance and Taxation	50	Nill	48
BA	BA Economics	50	Nill	47
BA	BA English	24	Nill	24
BA	BA Political Science	50	Nill	50

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	869	115	70	0	37

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
70	36	Nil	28	12	Nil
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has well-designed mentoring and tutorial systems. Since majority of the students of the college belong to socially and economically weaker sections, a proper mentoring mechanism is indispensable. The IQAC of the college distributes a mentoring register model to teachers of all the departments (soft copy). The mentoring system is structured in such a way that in the beginning of an academic year, each department, after the department council, divides the newly admitted students of the department equally among the teachers of the department. The mentors conduct periodic meetings of the mentees and monitor their activities, address their concerns, provide proper guidance, assess their progress and record them in the register. On the basis of these feedbacks, the mentor prepares the mentor's register. The issues of the students will be addressed by the mentor. If external involvement is needed, the mentor can approach the Counselling centre of the college. In rare cases, external counselling from a professional councillor will be essential for a student. In that case, the mentor reports the issue to the coordinator of the Students' Counselling Centre of the college and who will arrange a Government recognized counsellor to address the issue. In addition, the college has a well-structured tutorial system to monitor the academic and co-curricular activities of the students. In the tutorial system, a tutor is assigned to each batch of students. A tutorial period is included in the class time table. During the tutorial period, the tutor interacts with his/her assigned batch of students, and later reports the findings in the department council. Through this continuous process, the tutor can effectively monitor the overall performance of the students. The final progress report, on the basis of the tutorial register, will be prepared and documented.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
984	70	1 : 14

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
70	70	0	0	34

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

No Data Entered/Not Applicable !!!

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BSc Botany	6	22/03/2019	29/04/2019
BSc	BSc Industrial Chemistry	6	05/04/2019	29/04/2019
BSc	BSc Geology	6	22/03/2019	29/04/2019
BSc	BSc Mathematics	6	05/04/2019	29/04/2019
BSc	BSc Physics	6	08/04/2019	29/04/2019
BSc	BSc Zoology	6	22/03/2019	29/04/2019
BCom	B Com Finance and Taxation	6	22/03/2019	29/04/2019
BA	BA Economics	6	22/03/2019	29/04/2019
BA	BA English	6	02/04/2019	29/04/2019
BA	BA Political Science	6	22/03/2019	29/04/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In line with the regulations and guide lines of the University, the college has constituted a Continuous Evaluation and Assessment Committee at college level to monitor the continuous internal evaluation of the students. The conduct of internal examinations, timely evaluation of answer scripts and the publication of results will be done in each semester, as the per the schedule prepared by the committee in the beginning of an academic year. The various components of the internal evaluation in each semester comprise (i) student attendance (ii) assignments (iii) viva/seminar and (iv) two test papers. The question papers of internal test papers will be prepared in accordance with the Blooms Taxonomy. The evaluated answer scripts will be distributed to students, and provide them an opportunity to address any concern. The internal evaluation report of each batch of students in all departments will be consolidated and published by the corresponding class tutors. To ensure transparency, the report will be displayed on the notice board of each department for one week, before submitting to the committee. After verification by the committee, each class tutor is assigned to upload the internal marks of their batch of students to the University website. In addition to two test papers, the college conducts an end-semester model examination and the evaluated answer scripts of the same will be made available to students.

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

The college has a planning committee and an academic committee to systematically plan and prepare an academic calendar for a complete academic

year. The mechanism to prepare and adhere an academic calendar is as follows. In the beginning of each academic year, the IQAC convenes a meeting of planning and academic committees to discuss the preparation of academic calendar for that year. In line with the action plan of the IQAC and the examination calendar of the University, an academic calendar will be prepared for the current academic year. All the important proposed programmes at University level and institution level may be included in the calendar, in addition to the internal and University examination time tables. The hard copies of the academic calendar will be made available to all students and faculty members. The authorities of the college take all efforts to ensure the strict implementation of the proposed programmes as per the calendar.

## 2.6 – Student Performance and Learning Outcomes

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

<https://gckottayam.ac.in/demo/admin/asset/ckeditor4/ckfinder/userfiles/files/IOAC/POPSOCOUGandPG-merged.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSBO	BSc	BSc Botany	22	19	86.4
BSCH	BSc	BSc Industrial Chemistry	21	19	90.5
BCCO	BCom	BCom Finance and Taxation	45	40	88.9
BAEC	BA	BA Economics	47	32	68.1
BAEN	BA	BA English	21	16	76.2
BSGL	BSc	BSc Geology	14	13	92.9
BSMM	BSc	BSc Mathematics	20	10	50
BSPH	BSc	BSc Physics	20	14	70
BAPL	BA	BA Political Science	46	24	52.2
BSZY	BSc	BSc Zoology	20	16	80

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<https://gckottayam.ac.in/demo/admin/asset/ckeditor4/ckfinder/userfiles/files/IOAC/Student%20satisfaction%20survey%20Report%202018-19.pdf>

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 – Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	ICSSR	6	3
Major Projects	730	ICSSR	5	2.5
Students Research Projects (Other than compulsory by the University)	730	KSCSTE	9.45	4.72
Students Research Projects (Other than compulsory by the University)	365	IUCSSM, MG University	0.5	0.5
Minor Projects	365	State Medicinal Plants Board, Govt. of Kerala	1.5	1.5
Any Other (Specify)	365	Directorate of Collegiate Education	89.35	89.35
<a href="#">View File</a>				

**3.2 – Innovation Ecosystem**

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights: An Overview	IQAC	28/01/2019
Intellectual Property Rights: Patents and Copyrights	IQAC	28/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Post Doctoral Fellowship	I. Jinchu	Kerala State Council for Science, Technology and Environment (KSCSTE)	01/09/2018	Research Scholar
Inspire Scholarship	Cilva Joseph	Kerala State Council for	01/11/2018	Student

Science,  
Technology and  
Environment  
(KSCSTE)

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
Economics	5

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	5	2.4
International	Geology	1	0
International	Physics	3	0.87
International	Zoology	2	2.61
National	Commerce	4	0
National	Economics	4	0
National	Geology	1	0
National	Languages	3	0
National	Political Science	1	0
<a href="#">View File</a>			

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

Department	Number of Publication
Chemistry	2
Commerce	2
English	2
Physics	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
PEG-ran-PPG modified epoxy thermosets: A simple approach to develop tough shape memory polymers	Seno Jose	Industrial Engineering Chemistry Research	2018	24	Government College Kottayam	24
Catalytic Degradation of Methyl Orange and Selective Sensing of Mercury Ion in Aqueous Solutions Using Green Synthesized Silver Nanoparticles from the Seeds of Derris trifoliata.	Laigi Joseph	Journal of Cluster Science	2019	5	Government College Kottayam	13
Assessment of antioxidant, antibacterial and anti-proliferative (lung cancer cell line A549) activities of green synthesized silver nanoparticles from Derris trifoliata	Laigi Joseph	Toxicology research	2019	5	Government College Kottayam	43
Synthesis,	B.N. Anila	Asian Journal of	2018	1	Government	0



Characterization, Anti-microbial and DNA Binding Studies of Cobalt(II) Complexes of 4-[(2-Mercapto-phenylimino)methyl]-1,5-dimethyl-2-phenyl-1,2-dihydropyrazol-3-one		Chemistry			College Kottayam	
Toughened PS/LDPE/SEBS/xGnP ternary composites morphology, mechanical and viscoelastic properties, International	Seno Jose	Journal of Lightweight Materials and Manufacture	2019	20	Government College Kottayam	4
Hierarchical anomalies in drainage network- a case study from Western Ghats, South India.	Anish AU	Spatial information research	2019	2	Government College Kottayam	2
Effect of microwave exposure on the photoanode of DSSC sensitized with natural dye" IOP Conf. Series:	Sreelatha K. S	International Conference on Technological Advancements in Power and Energy	2018	9	Government College Kottayam	2

Materials Science and Engineering						
Preparation of rGO-TiO <sub>2</sub> Composite and Study of its Dye Adsorption Properties .	Ambily Mathew	Materials Today: Proceedings	2019	8	Government College Kottayam	7
Distribution of antibiotic resistance and virulence factors among the bacteria isolated from diseased <i>Etroplus suratensis</i>	Sebastian K.S.	Biotech	2019	8	Government College Kottayam	2
Disease inductive potential of <i>Aeromonas veronii</i> XhG1.2 isolated from <i>Xiphophorus hellerii</i> in selected ornamental fish	Sebastian K.S.	Aquaculture Research	2019	2	Government College Kottayam	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
PEG-ran-PPG modified epoxy thermosets: A simple approach to develop tough	Seno Jose	Industrial Engineering Chemistry Research	2018	20	24	Government College Kottayam

shape memory polymers						
Toughened PS/LDPE/SEBS/xGnP ternary composites morphology, mechanical and viscoelastic properties, International	Seno Jose	Journal of Lightweight Materials and Manufacture	2019	20	4	Government College Kottayam
Assessment of antioxidant, antibacterial and antiproliferative (lung cancer cell line A549) activities of green synthesized silver nanoparticles from Derris trifoliata	Laigi Joseph	Toxicology research	2019	5	43	Government College Kottayam
Catalytic Degradation of Methyl Orange and Selective Sensing of Mercury Ion in Aqueous Solutions Using Green Synthesized Silver Nanoparticles from the Seeds of Derris trifoliata.	Laigi Joseph	Journal of Cluster Science	2019	5	13	Government College Kottayam

Synthesis, Characterization, Anti-microbial and DNA Binding Studies of Cobalt(II) Complexes of 4-[(2-Mercapto-phenylimino) methyl]-1, 5-dimethyl-2-phenyl-1,2-dihydropyrazol-3-one	Anila B.N.	Asian Journal of Chemistry	2018	1	0	Government College Kottayam
Hierarchical anomalies in drainage network- a case study from Western Ghats, South India.	Anish A.U.	Spatial information research	2019	2	2	Government College Kottayam
Hierarchical anomaly and denudation index of Karuvannur river basin, Thrissur district, Kerala, India.	Anish A.U.	Eco Chronicle	2019	2	0	Government College Kottayam
Effect of microwave exposure on the photoanode of DSSC sensitized with natural dye" IOP Conf.	Sreelatha K.S.	International Conference on Technological Advancements in Power and Energy	2018	9	2	Government College Kottayam

Series: Materials Science and Engine ering						
Distribu tion of antibiotic resistance and virulence factors among the bacteria isolated from disea sed Etropl us suratensis	Sebastian K.S.	Biotech	2019	8	2	Government College Kottayam
Disease inductive potential of Aeromon as veronii XhG1.2 isolated f rom Xiphop horus hell erii in selected ornamental fish	Sebastian K.S.	Aquacult ure Research	2019	2	2	Government College Kottayam
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	5	12	0	0
Resource persons	3	4	7	4
Attended/Semi nars/Workshops	13	76	10	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Flood Relief camp	District Collectorate	15	180
Darshan Science	Govt. Vocational	10	120

Exhibition	Higher Secondary School,		
Rebuild Kerala Survey	District Collectorate	2	90
One-day Camp on Tourism	Kottayam District Tourism Promotion Council	2	95
Cleaning Programme	Public Health Centre, Nattakom	2	95
ID registration programme	Revenue Department, Kottayam	2	95
"Green Carpet" - Mass cleaning Programme at Kodimatha Park	Kottayam District Tourism Promotion Council	2	95
. Reconstruction of a flood devastated road in 42nd ward of Kottayam Municipality	Govt. Vocational Higher Secondary School,	6	95
VITHA MAHOLSAVAM" a sowing programme	Krishi Bhavan' Kottayam and Kottayam Municipality	4	120
blood donation camp	Government Medical College, Kottayam	4	Nil
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Rebuild Kerala	District Collectorate	Survey and awareness classes	2	90
Awareness programme	Government College Kottayam	Constitution awareness classes	4	95
Election ID Card Campaign	Government College Kottayam	Election ID Card Campaign	2	95

Awareness programme	Government College Kottayam	Freedom Of Expression - debate	2	14
Awareness programme	Government College Kottayam	Rally at Nattakom for speaking out the threat of AIDS in our society	10	150
Post Flood Rehabilitation programme	Dalit Women Society - Kottayam	Awareness and rehabilitation programmes	8	32
Flood relief activities	Dalit and Adivasi Resource Centre- Kottayam	Flood relief activities	4	15
Swachh Bharat	Public Health Centre, Nattakom	Cleaning Programme	2	95
"Green Carpet"	Kottayam District Tourism Promotion Council	Mass cleaning Programme	2	95
VITHA MAHOLSAVAM	Krishi Bhavan' Kottayam and Kottayam Municipality	Sowing programme	6	120
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Shape Memory Materials for Engineering Applications	Center of Innovation in Design and Engineering for Manufacturing, and Department of Mechanical and Process Engineering, King Mongkut's University of Technology North Bangkok, 1518 Pracharaj 1, Wongsawang Road, Bangsue, Bangkok 10800, Thailand	King Mongkut's University of Technology North Bangkok	365
Interdisciplinary Research	Centre for Nanoscience and	Self	365

	Nanotechnology, School of Chemical Sciences, Mahatma Gandhi University, Priyadarshini Hills P.O., Kottayam, Kerala 686560, India		
Biodegradable Materials for Biomedical Applications	Corporate Research and Development Centre, HLL Lifecare Ltd., Akkulam, Sreekariyam P.O., Thiruvananthapuram 695017, India	Self	365
Research in Chemistry and Polymer Science	Post graduate and Research Department of Chemistry, St. Berchmans College, Changanassery, Kottayam, 686101.	Self	365
Joint Research in Environmental Science	School of Environmental Sciences, Mahatma Gandhi University, Priyadarshini Hills P.O., Kottayam, Kerala 686560, India	Self	365
Research work on solar cells	Amrita School of Arts and Sciences, Amritapuri	Self	365

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the Job Training, Industry Visits	On the Job Training	Travancore Cements Ltd, Nattakaom P O, Kottayam	01/06/2018	31/05/2019	Industrial Chemistry Students
On the Job Training, Industry Visits, Student Internships	On the Job Training	Corporate Research and Development Centre, HLL Lifecare Ltd., Akkulam,	01/06/2018	31/05/2019	Industrial Chemistry Students



		Sreekariyam P.O., Thiruvananthapuram 695017, India			
General Development of the Institution	College Development Committee	MRF Limited. Vadavathoor, Kottayam	01/06/2018	31/05/2019	Shri. Cherian Elias
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
School of Environmental Sciences, Mahatma Gandhi University, Priyadarshini Hills P.O., Kottayam, Kerala 686560, India	17/08/2016	Scientific support and instrumentation facility, Project work of M.Sc. and B.Sc. students, Joint scientific publications on common interest fields	30
Corporate Research and Development Centre, HLL Lifecare Ltd., Akkulam, Sreekariyam P.O., Thiruvananthapuram 695017, India	01/07/2018	Scientific support and instrumentation facility, Project work of M.Sc. and B.Sc. students, Promotion of Student internship and training, Conduct of Student Projects, Industry Visits and OJT	30
Inter University Centre for study of science of music(IUCSSM), M.G University	01/01/2019	Collaborative research work	3
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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
356.59	354.83

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Others	Existing
Laboratories	Newly Added
Classrooms with LCD facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
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#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.11	2017
GRANDHA	Fully	NA	2016

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	45460	9200000	600	500000	46060	9700000
Reference Books	3136	423000	158	152000	3294	575000
e-Books	100000	Nill	Nill	Nill	100000	Nill
Journals	14	Nill	2	Nill	16	Nill
e-Journals	6000	Nill	Nill	Nill	6000	Nill
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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
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#### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	96	44	0	6	0	14	30	50	2
Added	20	11	0	0	0	2	5	0	2
<b>Total</b>	<b>116</b>	<b>55</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>16</b>	<b>35</b>	<b>50</b>	<b>4</b>

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

50 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
119.93	10.99	234.63	34.63

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

Being a government owned higher education institution, the main source for the infrastructure development and maintenance is the fund provided by the Higher education department, Government of Kerala. Therefore, the construction, maintenance and repairing of academic buildings, library, classrooms, laboratory electrical appliances and other physical infrastructure of the college is managed mainly through the annual plan fund received from the Directorate of Collegiate Education. In every year, towards the end of the financial year, the college submits proposals for availing fund for the next academic year, under the annual plan fund scheme. In addition, proposals and detailed projects reports under special schemes such as Centre of Excellence Scheme, Lead College Scheme and Special Plan Fund Scheme will also be submitted to the Government of Kerala. The Directorate of Collegiate Education, after detailed verification and evaluation of the submitted proposals, fund may be allotted under different heads including Infrastructure Upgradation, Development and Maintenance of Govt. Colleges, Development of Laboratories, Libraries and furniture for Govt. Colleges and Academic Excellence in Teaching, Learning and Research. During the academic year 2018-19, the college received an amount of Rs. 35659600/- (rupees 3 crores fifty-six lakhs fifty-nine thousand six hundred only) from Government of Kerala under Plan Fund 2018-19. The college utilized an amount of 35482957/- (rupees three crores fifty-four lakhs eighty thousand nine hundred fifty-seven only) and surrendered to the Government an amount of 1,76,643/- (one lakh seventy-six thousand six hundred and forty-three only).

<http://www.gckottayam.ac.in>

**CRITERION V – STUDENT SUPPORT AND PROGRESSION****5.1 – Student Support**

## 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Various	786	5365526
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

## 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Scholar Support Programme	07/01/2019	135	Dr. Lyjo Joseph Mob: 919447659848 Email: lyjoonline@gmail.com
Walk with a Scholar Programme	08/10/2018	60	Dr. Anish A.U. Mob: 918075016410 Email: anishgold@gmail.com
Orientation Programme	25/10/2018	330	IQAC Mob: 918075016410 Email: anishgold@gmail.com
ASAP	06/08/2018	25	Dr. Varghese Jacob Mob: 919447594984 Email: drvarghesejacob@gmail.com
Guidance for Competitive Examinations	08/11/2018	120	Dr. Sivabkumar M.V. Mob: 919446095563 Email: mvsmangalam@gmail.com
Soft Skill Development Programmes	08/10/2018	60	Dr. Anish A.U. Mob: 918075016410 Email: anishgold@gmail.com
Language Lab	10/07/2018	72	Dr. Lekshmi R. Nair Mob: 9846440008 Email: lxmiarun@gmail.com
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## 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
------	-------------	-----------	-----------	-----------	-----------

	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2018	Guidance for NET/GATE /JAM/PSC/Bank Coaching	248	Nil	25	Nil
2019	Career Counselling Activities	Nil	330	Nil	39
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
16	16	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	11	BSc	Botany	Various	M Sc
2019	7	B Sc	Chemistry	Various	M Sc
2019	11	B Com	Commerce	Various	M Com
2019	8	BA	Economics	Various	MA
2019	14	BA English Language and Literature	English	Various	MA
2019	13	BSc	Geology	Various	MSc
2019	4	BSc	Mathematics	Various	MSc
2019	13	BSc	Physics	Various	MSc
2019	9	BA	Political Science	Various	MA
2019	10	BSc	Zoology	Various	MSc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	9
SET	1
GATE	5
Any Other	10
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
M G University South zone Inter collegiate Kabaddi (Men) Championship	University Level	120
M G University Inter zone Inter collegiate Kabaddi (Men) Championship	University Level	80
Annual Athletic Meet	Institutional Level	136
Inter department Cricket tournament	Institutional Level	110
Arts Festival	Institutional Level	210
Youth Festival	Institutional Level	230
Intercollegiate Quiz Competition	University Level	12
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**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Second Position in Taekwondo (Women) Championship	Nil	1	Nil	Nil	Thara Sojan
2019	Second position with A grade in Ottamthulla 1, MG University Arts Festival 2019	Nil	1	Nil	Nil	Athul Bilahari

2019	Third position with A grade in MG University Arts Festival 2019	Nil	1	Nil	Nil	Deuff Mutt Team
2019	Third position with A grade in MG University Arts Festival 2019	Nil	1	Nil	Nil	Oppana Team
2019	Participation in Junior International Chess Championship	International	1	Nil	Nil	Justin Joseph
2019	Participation in Junior National Chess Championship	National	1	Nil	Nil	Justin Joseph
2018	Second position in Junior State Chess Championship	Nil	1	Nil	Nil	Justin Joseph
2019	Second position in Senior State Football (Women) tournament	Nil	1	Nil	Nil	Akshara K A
2019	Participation in Senior State Football (Women) tournament	Nil	1	Nil	Nil	Akshara K A
<a href="#">View File</a>						

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

Government College Kottayam is the only Government-owned Arts and Science College in Kottayam district. Majority of the students of the college come from socially and economically backward sectors. Moreover, about 70 of the students are girl students. The college effectively takes all measures (i) to train the students of the college in the duties, responsibilities and rights of citizenship, (ii) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service (iii) to ability to organise debates, seminars, work squads, touring parties and such other functions and (iv) to encourage sports, arts and other cultural, educational, social or recreational activities. In every academic year, the college, as per the instructions of Mahatma Gandhi University, conducts elections as per Presidential mode to constitute an elected College Union. The Union comprises 9 executive members headed by the Chairperson. Furthermore, each batch is represented in the Union by a Batch Representative and each Department by an Association Secretary. The Chairperson of the College Union will be included in important committees of colleges including the IQAC, RUSA and Planning Forum. The college union organizes students' activities such as Arts Festival, Freshers' Day, Sports Day, College Day and other cultural and extra-curricular activities at college level. The Association Secretaries organize the curricular and extra-curricular activities at the department level. Besides that, there are several committees and clubs at college level to promote academic, administrative, cultural, co-curricular and extra-curricular activities of students. Independence Day, Republic Day, National Science Day, International Women's Day, Gandhi Jayanti, World Environment Day, Ozone Day, Teacher's Day, Human Rights Day, International Day of Yoga, and other special days are observed under the leadership of College Union, NCC, NSS, other Clubs. Furthermore, Onam, Christmas and other festivals are celebrated by the students under the leadership of College Union and Department Associations. In addition, several programmes are organized, every year at college level, by various committees and clubs such as Women Cell, Nature Club, Community extension Cell, Environment Club, Health Club, Birds Club, Student Facilitation Cell, Community Outreach Cell, Film Club, Music Club, Debate Club, Quiz Club, Reader's Forum, etc. In all these club activities, students play pivotal role in organizing programmes.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

23000

5.4.4 – Meetings/activities organized by Alumni Association :

Activities of Alumni of Government College Kottayam take place at two levels. First, the department level activities. There are 10 departments in Government College. During 2018-19, all the departments organized department level alumni association meeting. During these meetings, review of development activities of the department and felicitation of students for their outstanding achievements in academic, co-curricular and extra-curricular activities was conducted. Furthermore, feedback of alumni was collected and action plan report was discussed. Apart from the department level alumni activities, the college alumni association meeting was conducted. During this meeting, all the



development activities of the college was discussed, and suggestions for preparing action plan for the next academic year were collected. The toppers of University examinations were felicitated and memento and Cash Prize were distributed. The registration process of the Alumni Association of the College going on.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

Government College Kottayam functions under the Director of Collegiate Education of the Department of Higher Education, Government of Kerala. The curricula of various programmes are designed by Mahatma Gandhi University. The directions and instructions of these higher authorities are implemented through the College Council, which is regarded as the supreme statutory body of the college. The college council with Principal as the ex-officio president, the vice Principal, heads of all departments, coordinator of IQAC, two persons elected from teaching staff, Librarian, and the office superintendent as members, conducts a meeting and discusses the academic and administrative matters in light of the feedback and evaluations of the previous year obtained from various stake holders and from the IQAC. The directions and decisions of the college council are implemented through department Council and the IQAC. The department council with the Head of the department in the chair discusses the all the academic matters in connection with the department including the Council minutes. The IQAC of Government College plays a crucial role in the decentralization and participative management. In the beginning of the current academic year, the College Council entrusted IQAC to prepare (i) an action plan for the current academic year (ii) list convenors and members of clubs and committees for the current academic year (iii) prepare detailed project report (DPR) of various development activities and submit to the Director of Collegiate Education (DCE) and (iv) collect proposals under Plan Fund 2018-19 from various departments, consolidate the proposals and submit to the DCE for financial assistance. The IQAC prepared the action plan 2018-19 on the basis of department level action plans collected from various departments and by including the suggestions of members of the elected Student Union, members of the IQAC and members of the College Council. The DPR of development activities of the college was prepared on the basis of the feedback of various stakeholders and by the technical support of the Public Works Department (PWD) building division, Kottayam (a government agency). The IQAC submitted DPRs for of several development projects financial assistance. The Government of Kerala approved the DPR regarding the construction of Library Block and Research Block. In addition, the IQAC monitors the academic activities of the college by examining the Teacher's diary, the Mentor's registers, and the Class logs.

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

Partial

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	College contributes to the University the expertise of its faculty members in designing the Curriculum. For instance, as member of Syndicate of the University, key resource person for

providing training for faculty members of affiliated colleges in setting question papers, member of University Research Committee for designing regulations and guidelines for research, and members of the Board of Studies. The College Council, through IQAC, prepares strategic plans to implement the curriculum designed by Mahatma Gandhi University, and publishes academic calendar, and master Time Table. The department council implements the decisions of the College Council.

Teaching and Learning

The teaching and learning process of the college is scientifically and systematically designed. There are 70 permanent teachers and more than 1000 students in the college. Student community has adequate representation from different geographical areas and socio-economic backgrounds. To satisfy the needs of the students from diverse social, economic, intellectual and cultural backgrounds, adequate learning enhancement and student support programmes such as mentoring, tutorial, remedial classes, WWS programme for advanced learners and SSP for slow learners have been included in the teaching-learning process. Furthermore, programmes related to participative learning, experiential learning, collaborative learning and ICT based teaching are part of the process.

Examination and Evaluation

The College has an examination wing for conducting University examinations. The college conducts semester-wise examinations most transparently as per the notifications and instructions of the University and on the basis of University examination calendar. The valuation of answer scripts is conducted in Centralized Valuation Camps of the University. The faculty members of the college serve as chief and additional examiners. The internal examinations are conducted in a centralized manner at college level, as per the Time Table published by the college. The answer scripts are valued and mark lists published in due time. Transparency is ensured in every process.

Research and Development

The College, at present, has Research Centres in the departments of Economics and Physics. However, other faculty

members of other departments serve as research guides in nearby research centres. To promote interdisciplinary and inter-department research, the college started a Centralized Instrumentation Centre (SAIF) and installed a number of sophisticated Analytical Research Equipment. In this academic year, the IQAC of the College submitted to the Director of Collegiate Education, a proposal for strengthening the existing Common Instrumentation Centre by purchasing advanced research equipment. The Government of Kerala approved the proposal and allotted 89 lakhs for purchasing equipment and renovating Material Research Laboratories. The SAIF has been strengthened by purchasing advanced sophisticated instruments like fluorescence spectrometer, atomic absorption spectrometer (AAS), Fourier transform infrared spectrometer (FTIR), differential scanning calorimeter (DSC), and thermogravimetric analyser (TGA).

Library, ICT and Physical Infrastructure / Instrumentation

In the current academic year, the IQAC of the college submitted detailed project reports (DPR) for the construction of a Library Block and Research Block and submitted to the Director of Collegiate Education for financial assistance. The Government of Kerala approved the proposals and provided administrative sanctions these development works. The amount was deposited with the implementing agencies. In another project, an amount of 89 lakhs was sanctioned for purchasing instruments to strengthen the Common Instrumentation Centre and renovation of Material Research laboratories. Books and periodicals were purchased towards the library utilizing Plan Fund. An amount of 6.52 lakhs has been utilized for the purchase of books towards the college library.

Human Resource Management

Being a government-owned Institution, faculty members and non-teaching staff are appointed by Kerala Public Service Commission, Government of Kerala. They are permitted to undertake training programmes and workshops organized by the government (For instance, Institute of Management in Government, IMG), the universities and the UGC- Human

Resource Development Centre. In addition, training programmes and workshops are arranged at Institutional levels too. Furthermore, the teachers are permitted to undertake UGC-supported Faculty Development Programmes to pursue their doctoral programme. Moreover, young faculty members get the opportunity to participate in training programmes in national or international institutions, under the government-initiated FLAIR scheme.

Industry Interaction / Collaboration

Faculty members of department of Physics and Chemistry have research collaborations with researchers in national and international research institutions. The research findings emanating from these studies are jointly published. The college permits faculty members, scholars and students of other institutions to utilize its Common Instrumentation Centre for their research purpose, as part of the collaboration between the institutes. Students of department of Chemistry conduct the On-the-Job Training programme in renowned industries. The college, to strengthen the Institute-Industry interface, included as members in the College Development Committee, the industrial representatives from MRF and Travancore Cements Ltd.

Admission of Students

The college follows the Centralized Admission Procedure (CAP) of Mahatma Gandhi University for the admission of undergraduate and post graduate students. Moreover, it adheres to all the reservation policies of the Government of Kerala, for admission of students. There is no management quota or payment seat. The student community of the college is a cross-section of the society, and comprises of all religions, casts, creeds, communities, etc. Students from the entire state of Kerala and Lakshadweep come to the college. At the institutional level, an admission committee is constituted to monitor the admission process and provide instructions and assistance to newly admitted students. The college takes all the measures to ensure complete transparency in the entire admission process.

E-governance area	Details
<p>Planning and Development</p>	<p>The prime source of college development works is the Plan Fund of Government of Kerala. Plan Proposals for each year are prepared and submitted by the college to the Directorate of Collegiate Education, Government of Kerala via. Plan Portal. The proposals at college level are prepared by IQAC in consulting with the College Council and the Planning Committee. Plan Fund received under various heads are effectively utilized in accordance with the State Stock Purchase Manual. All financial transactions in this direction are managed through Bill Information and Management System (BiMS) is an electronic-Bill portal for claim settlements.</p>
<p>Administration</p>	<p>The Higher Education Department has effectively implemented Digital Document Filing System (DDFS) in all government colleges for the smooth functioning of administration. Fast and user-friendly interface enables the officers to work effortlessly with their files. The system is transparent and secure. Each operation could be monitored and audited.</p>
<p>Finance and Accounts</p>	<p>All financial transactions of the institution are managed through Bill Information and Management System (BiMS) is an electronic-Bill portal for claim settlements. Salary processing and disbursement has been made through SPARK Service and Payroll Administrative Repository for Kerala</p>
<p>Student Admission and Support</p>	<p>Admission to various programmes offered by college is conducted solely through online Common Admission Portal (CAP) facilitated by the University. Submission of application by students, allotment of admission, admission process etc. are done through various user interfaces of the portal. Students have the options to remit the fee online for any academic related purposes. Application to various student scholarships also can be submitted online through National Scholarship portal and through the scholarship portal maintained by the Directorate of Collegiate education, Kerala.</p>

<b>Examination</b>	All examinations conducted in the college is coordinated through the university examination portal. Students can directly register for examinations and can remit fees online. Exam notifications and results also are made available through the interface. Award of continuous evaluation marks are done online through teacher - HoD -Principal levels at the college interface of the portal.
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### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Curriculum Workshop in Geology	Nil	14/01/2019	16/01/2019	22	Nil
2019	Training programme on Question Bank System	Nil	11/01/2019	11/01/2019	58	Nil
2019	Intellectual Property Rights: An Overview	Nil	28/01/2019	28/01/2019	62	Nil
2019	Intellectual Property Rights: Patents and Copyrights	Nil	28/01/2019	28/01/2019	62	Nil
2019	GIS	Nil			18	Nil

	training Camp		21/02/2019	21/02/2019		
2019	Curriculum revision and syllabus S tructuring of MA Economics Programme	Nil	18/01/2019	19/01/2019	40	Nil
2019	National Workshop on "R Prog ramming and Geogebra"	Nil	04/01/2019	05/01/2019	32	Nil
2018	Data Management for Social Scientists	Nil	18/10/2018	19/10/2018	32	Nil
2018	Workshop on 'Botanical illustrati ons and Herbarium Techniques ,	Nil	21/11/2018	22/11/2018	24	Nil
2018	Workshop on 'Botanical illustrati ons and Herbarium Techniques ,	Nil	22/10/2018	23/10/2018	20	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Course at Kannur UGC-HRDC	1	14/11/2018	11/12/2018	28
Two-Week Training Program on Research Methodology at MG University	3	03/12/2018	17/12/2018	14

Refresher Course in Material Science at University of Kerala, organized by UGC-HRDC University of Kerala, Thiruvananthapuram.	1	30/10/2018	21/11/2018	22
Orientation Programme at UGC HRDC Kerala University	1	04/09/2018	01/10/2018	28
Refresher Programme at UGC HRDC Kerala University	2	26/07/2018	16/08/2018	22
Short-term Course in Research Methodology at UGC HRDC University of Kerala	1	22/11/2018	29/11/2018	7
Short-term Course in Women Empowerment at UGC HRDC University of Kerala	1	19/12/2018	27/12/2018	7
Refresher Course in English at UGC-HRDC, University of Kerala	2	05/10/2018	26/10/2018	22
Refresher Programme in Quantum Mechanics for nuclear and particle physics	2	01/12/2018	14/12/2018	14
Orientation Programme at ASC- HRDC, Calicut University	1	09/01/2019	06/02/2019	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching
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Permanent	Full Time	Permanent	Full Time
0	0	0	0

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
General Provident Fund, State Life Insurance, Group Insurance Scheme, Group Personal Accident Insurance Scheme, Medical Reimbursement	General Provident Fund, State Life Insurance, Group Insurance Scheme, Group Personal Accident Insurance Scheme, Medical Reimbursement	Financial Support for study tour and field visits, Special Facilities for differently-abled students, Subsidized Canteen Facility, Cooperative Society for purchasing stationary at subsidized rate, Financial Support for arts festivals

### 6.4 – Financial Management and Resource Mobilization

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

The college is Government-owned institution. The principal source of development fund is the State Plan Fund. Institution receives fund from the UGC, the RUSA and the KIIFB too. In addition, College Development Committee and Parents Teachers Association receive fund from students and well-wishers. The tuition fee for various academic programmes, as fixed by the government, are collected and remitted in the respective head of account. Being a government institution, it has an established mechanism for conducting annual internal and external audits. The accounts are maintained regularly and in accordance with the prescribed act and rules. Steps are taken to ensure that the receipts and disbursements match. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. The institution did not come across with any major audit objection during the preceding years.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Parents Teachers Association, College Development Committee, rent for college ground and auditorium	1994676	Various student amenities, college development activities
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#### 6.4.3 – Total corpus fund generated

391.78

### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Committee	Yes	IQAC

		Constituted by the College		
Administrative	Yes	Directorate of Collegiate Education, Office of the Accountant General, Dept. of Finance - Govt. of Kerala	Yes	Committee deputed by the College Council

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

1. Financial support for procuring and installing drinking water systems
2. Financial support for maintenance of electrical, water supply and electronic items
3. Financial support for the printing of student ID cards and academic calendar
4. Memento and Cash Prizes for toppers and student achievers
5. Financial subscription for the renewal of NLIST/INFLIBNET

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

1. English Speaking Skill Enhancement
2. Computer Training Programme
3. Sports activities and cultural activities

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

1. Constructed an Administration Building as per the proposal submitted by the IQAC
2. Upgraded Common Instrumentation facility to strengthen the existing research as per the proposal submitted by the IQAC
3. Renovated Geology Museum, Microbiology Laboratory and Material Science Labs
4. IQAC submitted proposal for the construction of College Library-proposal is approved by the State Government
5. IQAC submitted proposal for the construction of Interdisciplinary Research Centre- proposal is approved by the State Government
6. IQAC submitted proposal for barrier free campus for differently abled students and teachers - Government of Kerala approved the proposal

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation programme for first year undergraduate students	25/10/2018	25/10/2018	25/10/2018	330
2019	Talk on Implementation of University Question	04/01/2019	04/01/2019	04/01/2019	58

	Bank System				
2019	University Exam Results Analysis and presentation 2015-18 UG Programmes	21/01/2019	21/01/2019	21/01/2019	53
2019	Organized Workshops on New Curriculum and Syllabus Implementation	09/01/2019	09/01/2019	23/01/2019	85
2019	Felicitation of Students for Outstanding Achievement	26/01/2019	26/01/2019	26/01/2019	16
2019	Intellectual Property Rights: Seminar	28/01/2019	28/01/2019	28/01/2019	52
2019	Presentation and discussion on Revised Accreditation Framework of NAAC	20/02/2019	20/02/2019	22/02/2019	56
2019	Verification of the applications for promotion under CAS teachers to the Directorate of Collegiate Education	01/04/2019	01/04/2019	25/05/2019	53
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
Awareness cum and orientation program for girl students	06/08/2018	14/08/2018	189	0
Awareness cum and orientation program for girl students	04/09/2018	10/09/2018	118	0
Awareness cum and orientation program for girl students	27/09/2018	27/09/2019	70	0
National Seminar on Nation Democracy and Dissent: Critical Reflections	13/12/2018	13/12/2018	92	43
International Seminar on Human rights protection: Role of State Media and Literature	17/01/2019	17/01/2019	61	28
Debate on women empowerment	08/03/2019	08/03/2019	36	12
Invited talk by Ms. Rebecca Chandy, Clinical Psychologist on Mobile Phone Uses and Abuses	08/03/2019	08/03/2019	90	24
Poster competition on 'gender equity'	09/03/2019	09/03/2019	18	0
Counselling session for girl students by Ms. Rebecca Chandy, Clinical Psychologist	09/03/2019	09/03/2019	13	0
Talk by Smt. Smitha V.K., women cell coordinator on	15/03/2019	15/03/2019	180	65

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

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

1. Constructed rainwater harvesting system 2. Initiated the upgradation of power connection from low tension to high tension. An amount of 20 lakhs is deposited to the Electric Wing, PWD to realize the project. 3. Initiated the conversion of existing light system to light system based on LED. In three years, complete light system will be upgraded to LED system. 4. Proposal has been submitted to install solar energy tapping system. 5. Biogas plant was installed and effectively utilized in the canteen.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	16
Ramp/Rails	Yes	9
Braille Software/facilities	Yes	5
Rest Rooms	Yes	6
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	17/08/2018	8	Flood Relief camp	Helped the victims from the flood affected areas of Kottayam and Alappuzha Districts . A total of 817 persons registered and out of this, 693 persons including 56 children camped in our college	230
2018	1	1	15/08/2018	5	Rebuild Kerala	Conducted	110

					Survey 110	rebuild Kerala Survey of Kottayam municipality in flood affected areas from September	
2018	1	1	22/10/2018	1	ID registration programme	Conducted mass voters ID registration programme organized by the Revenue department, Kottayam district	100
2018	1	1	21/12/2018	7	Reconstruction of Road	Reconstructed a flood devastated road in 42nd ward of Kottayam Municipality	105
2019	1	1	02/02/2019	1	Vitham ahotsavam	Participated in sowing programme organized by 'Krishi Bhavan' Kottayam and Kottayam Municipality in the paddy fields of Kodimatha-Muppayikkad-Poozhikkunnu	130
2019	1	1	08/03/2019	1	Blood Donation	Organized	43

					Camp	a Blood donation camp at the college auditorium with the help of Blood Bank, Medical College Kottayam	
2019	1	1	14/03/2019	1	Contributed to nearby Anganavadi	Distributed toys and books to the kids of nearby Anganavadi at Muttam, Nattakom, Kottayam	90

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Calendar and Handbook	30/07/2018	At the time of admission, students must sign a statement accepting the Code of Conduct of the institution. Violation of it may be taken into account at different levels by three different bodies: Department Council, Discipline Committee and finally the College Council. The final decision will be made by the principal on the basis of the reports of different bodies. Students can address their complaints and grievances to Department Council or directly to respective committees. Based on the nature of the complaint, the issues will be taken up by any of the committees such as Discipline Committee, Grievance Redress Cell, Internal Complaint

Committee, Anti-ragging Cell, Anti-Narcotic Cell, Women Cell or Committee Against Sexual Harassment. The respective committees study the issues and make recommendations in each case, that may be considered by the College Council before making the final decision.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day Celebration	21/06/2018	21/06/2018	300
SWACHTHA KI SEWA	20/07/2018	20/07/2018	120
Independence Day Celebration	15/08/2018	15/08/2018	280
Gandhi Jayanthi Day	02/10/2018	02/10/2018	120
National Integration Day Celebration	20/11/2018	20/11/2019	900
Constitutional Day Observance	26/11/2018	26/11/2018	170
World Aids Day Observance	01/12/2018	01/12/2018	120
Republic Day Celebration	26/01/2019	26/01/2019	300
Women's Day Observance	08/03/2019	08/03/2019	245

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

1. Plastic Free Clean Campus Campaign 2. 'Green Carpet' - Mass Campus Cleaning Programme 3. VITHA MAHOLSAVAM - a seed sowing programme 4. Wetland day Celebration - February 5-6 2019 5. Maintenance of Herbal Garden and Botanical Garden

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Best Practices of the academic year 2018-19 Best Practice 1: Peer Teaching-Learning Programme Objectives • To foster collaborative and student centric learning process • To enhance the confidence level of students • To enable students to become responsible and socially committed citizens The Context In today's higher education system, it is extremely important to implement innovative and student-centric learning process that may complement and reinforce the conventional teaching learning process. Peer teaching-learning process is a befitting approach in this regard. Peer learning refers to a mutual learning strategy that involves participants of the same level engaging



in collaborative education. In this student-centric learning enhancement programme, advanced learners of a class get opportunity to teach their peers where teachers play the role of effective learning facilitators. Thus, students learn from other students, usually through group activities. This would create a collaborative learning atmosphere in the classrooms that may strengthen the connectivity among students and enhance their confidence level.

The Practice The process involves five steps. First, advanced learners from each class should be identified. Second, slow learners for each subject should be identified. Third, advanced learners should be trained and empowered. Fourth, each batch of students are divided into small groups of 4-6 learners. Finally, periodic review and feedback should be conducted. The IQAC of the college selected one teacher as the institutional level in-charge of this practice.

Department level in-charges are also selected. Class tutors are assigned to divide students into small groups and select peer-mentors. Thus, each batch of students is divided into small groups. Advanced learners for each subject are selected and assigned the role of peer-mentor. Necessary empowering is given to peer-mentor by teachers. All groups are provided with learning materials, activities and assignments. Teachers act as group-facilitators. Periodic review of the peer learning process are conducted by the teacher. Evidence of Success

The peer teaching-learning programme is implemented at department level. For each class, one teacher is assigned to monitor and review the process. Towards the end of each semester, a review was conducted at department level. Separate feedback was collected from peer-mentors and from peer-learners. The feedback suggests that peer learners are comfortable with this new student-centric learning approach and peer-mentors are motivated by their entirely new experience. The effectiveness of peer teaching learning process reflected in the semester examinations too as many slow learners could improve their semester results. Problems encountered Although the process seems to be an effective learning tool, particularly when peers are motivated to solve problems and challenges together, hectic schedule of teachers and students make it difficult to conduct the process in a continuous manner without break.

Furthermore, some advanced learners need continuous motivation from the part of teachers to effectively execute their roles as mentors. Hence, more focus should be given to improve the effectiveness of the process in forthcoming years. Best Practice 2: GCK Seminar Series Objectives • To motivate each department to organize one national seminar/workshop in every year • To implement uniformity and regularity of seminars at institutional level • To

provide a platform to bring together experts, resource persons and teachers of various institutions • To explore the possibility of professional development of faculty members of the college • To provide exposure for students to interact with experts from various reputed institutions The Context Seminars, work shops and conferences are integral part of today's higher education system as they positively contribute to the professional development of teachers. It

would offer an opportunity for an institution to bring together experts, scholars and teachers on a common platform for cooperative discussion, interactions and sharing of novel ideas and knowledge. Moreover, it would strengthen the academic collaboration, connectivity and thus provide the teachers and students research exposure and invigorate remarkable improvement in the academic atmosphere of the institution. The Practice Government College

Kottayam (GCK) is the only government-owned arts and science college in Kottayam district. It has huge potential to emerge into one of the best higher education institutions in the State. Hence, the IQAC of the college proposed to all departments, in the beginning of the academic year, to prepare proposals for conducting national seminars or workshops. The proposals were scrutinized

by the IQAC and submitted to the Directorate of Collegiate Education for financial assistance, under Plan Fund 2018-19. The schedule of the seminars and name of the resource persons were also prepared in advance. Once, the financial support was received, a common inauguration for all the seminars is organized

by the IQAC at the institutional level. A brochure in this regard was prepared which comprised the details of all the seminars. Each department conducted at least one national seminar as per their schedule by inviting eminent academicians, resource persons and researchers. Thus, in general, 12 national seminars were conducted during the time period of one to two months. The participants of the seminars were college teachers, researchers and industrialists from various institutions. Students of each department got opportunity to attend the respective seminar. Evidence of Success During academic year 2018-19, the college conducted 11 national seminars and one international seminar. More than 40 eminent speakers from reputed institutions and 300-500 participants from other institutions visited the college during this period. Teachers and students of the college got opportunity to interact with experts from different fields. This provided the teachers for further research collaboration and enhanced their connectivity and exposure. Moreover, students got opportunity to improve their communication skills during interactions and exposure to broad area of knowledge. Problems encountered Scheduling of more than 10 seminars in a stipulated time of one to two months was a strenuous effort. Travel and accommodation of quite a large number of experts and participants were also a laborious task. From the part of students, although these seminars provided them a great exposure, many of the sessions were too difficult for them to comprehend. Hence, continuous motivation was needed from the part of teachers for the effective student participation.

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

<http://www.gckottayam.ac.in>

### 7.3 – Institutional Distinctiveness

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

Quality Education with Equity, Inclusion and Social Commitment Government College Kottayam is the only government-owned arts and science college in Kottayam district. Established in the public sector to fulfil the aspirations of the common man, our mission is to provide affordable and quality education to all, especially to the socially and economically challenged groups, with the best available resources. The beginning of the college was humble with three pre-degree batches and three undergraduate (UG) programmes. Presently, the college offers 10 UG and 5 PG programmes. The college has more than 1000 students. The academic ambience of the college has shown a remarkable progress in the last several years. To complement the teaching learning process ICT facilities has been strengthened. To promote quality research a centralized instrumentation facility was installed in 2015. The centre has been strengthened during this academic year by purchasing sophisticated instruments like fluorescence spectrometer, atomic absorption spectrometer, Fourier transform infrared spectrometer, differential scanning calorimeter, and thermogravimetric analyser. It is important to mention that 70 of the students in the college are girl students. To meet the needs and challenges of girl students a well-organized women welfare cell is functioning in the college. A number of gender-equity activities and awareness programmes have been organized by the cell. Besides that, each department conducts women empowerment programmes. An effective grievance redressal mechanism through Internal Complaints Committee (ICC) has been function in the college. Majority of the students of the college are from socially and economically backward sections of the society. All reservation policies of the Government are followed during the admission process. The college is committed to providing top quality education to all students at almost free of cost. All SC/ST students enjoy full free education. OBC and other backward community students are provided with

scholarships and free-ships instituted by the Government. In order to enhance social responsibility among the students and to improve the social climate of the college, eco-friendly practices and activities that contribute to common good have been initiated and practiced by the college. A herbal garden is maintaining in the college. Various kinds of medicinal plants available in the locality are collected by the students and identified by experts. The College Development Committee, chaired by the district collector provides the major financial support. A blood donation forum, under the leadership of NSS, is functioning in the college. When there arises a request for blood, it is forwarded to the blood donation forum. Several clubs and forums started functioning in the college and several departments, along with NSS and NCC, regularly engages in social service and extension activities. Thus, with the concerted efforts from the part of all stakeholders, the college provides an inclusive, supportive and high-quality academic environment for all students so as to develop them into a responsible, socially committed and successful citizen.

Provide the weblink of the institution

<http://www.gckottayam.ac.in>

### **8.Future Plans of Actions for Next Academic Year**

1. Expansion of Physical Infrastructure For a sustainable development, the college needs to expand its existing physical infrastructure. This would help the college to start more programmes, research centres and increase student intake in its existing programmes. Hence, it is important for the college to construct new buildings. The IQAC of the college prepared a master plan for the college. In line with this plan, construction of new Library block, Academic block, and Ladies hostel are the college's immediate requirements. Therefore, detailed project reports for the construction of these buildings may be prepared and submitted to the Government of Kerala for the financial assistance.

2. Construction of disable-friendly barrier-free campus There are more than 16 differently-abled individuals in Govt. College Kottayam, including six teachers. At present, the overall campus physical environment and infrastructure are inaccessible for the needs of the persons with disabilities (PWDs). The physical environment barriers for PWDs include inaccessible classrooms, library, auditorium, Seminar Hall, College Canteen, corridors and bathrooms. Apart from the multitude of barriers that affect the education of students with disabilities, physical barriers are visibly challenging. It is essential for the authorities make sure that these basic conditions are adequately met at the earliest. Therefore, the college constituted a committee comprising the Principal, IQAC coordinator, physically challenged staff and students to study the requirements of the PWDs. The committee observed four types of disabilities, namely wheel-chair users, hearing impairment, visual impairment, and physical disabilities, among the PWDs in the college. Different types of disabilities require different type of needs. Therefore, it is very important for the college to develop into a disable-friendly barrier-free campus and attract more differently-abled students to its campus.

3. Inter-Disciplinary Research Centre To impart an academic culture that encourages interdisciplinary and collaborate research culture among faculty members and students, the college must take initiative to start an inter-disciplinary research centre. This would not only enhance the inter-institutional collaborations but also strengthen the institute-industry interface. The centre may eventually be evolved as a research hub with numerous research guides and hundreds of doctoral students. A team of teachers under the leadership of the Principal and IQAC coordinator conducted a series of meetings to identify the core area of interdisciplinary research. The team observed nanoscience as the key subject because of its inherent interdisciplinarity and promising future, and decided to start a Centre for Interdisciplinary Research in Nanoscience and Geology. The addition of Geology is

justified not only because the subject is interdisciplinary but also it is the main highlight of the college.