



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		KURIAKOSE GREGORIOS COLLEGE, PAMPADY
Name of the head of the Institution		DR. SHYLA ABRAHAM
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04812508212
Mobile no.		8921711702
Registered Email		mail@kgcollege.ac.in
Alternate Email		iqackgcpampady@gmail.com
Address		KURIAKOSE GREGORIOS COLLEGE, PAMPADY, PAMPADY P. O. KOTTAYAM, KERALA
City/Town		PAMPADY
State/UT		Kerala
Pincode		686502

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		PREETHA MATHEW			
Phone no/Alternate Phone no.		04812505212			
Mobile no.		9447134194			
Registered Email		iqackgcpampady@gmail.com			
Alternate Email		preethamathews@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.kgcollege.ac.in/wp-content/uploads/AQAR_2017-18.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.kgcollege.ac.in/wp-content/uploads/Academic_Calender_2018-19.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.86	2010	04-Sep-2010	03-Sep-2015
2	B++	2.81	2017	27-Nov-2017	26-Nov-2022
6. Date of Establishment of IQAC			04-Jun-2010		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Training programme for Administrative staff	10-Nov-2018 1	62
Orientation Programme for Freshers and their parents	23-Jul-2018 1	400
Disciplinewise Orientation programme for Freshers	26-Jul-2018 2	210
Orientation class for parents on the day of Annual General PTA	13-Oct-2018 1	450
Academic and Administrative Audit	16-Mar-2019 2	770
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Kuriakose Gregorios College, Pampady, Kottayam	UGC JRF in Science, Humanities and Social Sciences	UGC	2017 1825	465125
Kuriakose Gregorios College, Pampady, Kottayam	UGC JRF in Science, Humanities and Social Sciences	UGC	2017 1825	465125
Kuriakose Gregorios College, Pampady, Kottayam	UGC JRF in Science, Humanities and Social Sciences	UGC	2017 1825	450625
Kuriakose Gregorios College, Pampady, Kottayam	UGC JRF in Science, Humanities and Social Sciences	UGC	2019 1825	167420
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

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	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<ul style="list-style-type: none"> • Took initiative in hosting OneDay Conference for administrative staff of colleges under the Management and arranged a session on Service Rules for the participants. • Facilitated faculty members to apply for promotion under career advancement scheme. • Successful implementation of SSP, WWS and AddOn Courses. • Student meetings are conducted to explain the relevance and scope of Open Courses. • Academic and Administrative Audit. 	
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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
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
College Council	01-Jan-2020
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	23-Jan-2019
17. Does the Institution have Management Information System ?	Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The college maintains a website which gives detailed information about the activities and programmes of the college. The website is being updated regularly. We also use the social media platforms like Facebook, WhatsApp etc for the dissemination of information related to college activities. The admissions in both UG and PG levels are carried out through a Centralized Allotment Process (CAP) in which candidates apply online through the university website. The Escholar management system enables to manage student details regarding enrollment, admissions etc. It generates automated reports on all aspects for data driven decision making. It helps to generate conduct certificate and transfer certificate for the outgoing students. It also records all academic details regarding students. The automated system allows seamless connections with teachers, students and administrators. It enables to manage the entire academic and administrative process hassle free. The Escholar online attendance automates the process of student attendance and it allows generating attendance report for faculty. It also allows teachers to maintain periodical records. It also facilitates communication of attendance report through SMS and email to parents. Our parent university has adopted an automated system for issuing question papers for various university examinations and we are making use of the facility. Fee payment of the students for registration of examination, application for revaluation etc are also done making use of online services designed by the university. Our college also uses the SPARK, which is a project under the co-ownership of Information Technology Department and the Finance Department of Kerala state, by which the salary bill preparation, digital data of Service book details, etc. are made simple.

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 institution has a well planned, effective mechanism for curriculum delivery and documentation. The college being an affiliated one, follows the curricula structured by the University. Even so, efforts are made within the limitation of the prescribed framework, to complement the curriculum. 4 of our faculty members were in the Board of Studies of the University and have played a vital role in the curriculum design, development and revision exercises taken place in our university. In addition, faculty members from various departments have also participated in the curriculum revision workshops organised by the university. Curriculum enrichment programmes like invited talks, workshops, seminars and panel discussions are organised frequently by various departments. Besides, the college offers three UGC Sponsored Add-on courses to the students viz. Tally ERP-9, Beauty Therapy and Communicative English. A meticulous planning and imaginative intervention is done at the college level to make the curriculum delivery more effective. The curriculum delivery mechanism of the institution is planned in May every year. It is designed in tune with the Academic Calendar released by the University. Every year during May, the College Staff Council meets and reviews the performance of various departments during the last year. After the review a detailed plan for the next academic year is prepared. Month wise distribution of academic and co curricular activities are drawn after discussions in the Council. Department level Quality Assurance Cell is convened and the blue print of academic activities are prepared in advance. Micro planning is conducted where teachers prepare course and module wise detailed plan. Besides, every teacher maintains an academic diary which carries hour wise plan for the semester. The departments strictly adheres to the academic plan and any alterations in the same owing to unforeseen incidents will be rectified without any delay. The IQAC collects Monthly Reports from every Departments and Clubs functioning in the college. The same is collected online using a structured Monthly Evaluation Form for Individuals and for Departments. An Academic Audit is conducted annually by an Expert Panel comprising Management Representatives and Academicians. The Audit report is discussed in IQAC meeting and the suggestions are implemented to ensure quality enhancement. Besides, an Internal Audit too is conducted by the Departments to ensure evaluative monitoring. The Academic Calendar planned in May includes all curricular components like Internal assessment tests, Annual Sports Meet, Arts Fest, etc. The IQAC and the Heads of Departments in consultation with student representatives review the exam & programme schedules and makes necessary revamping. After all these consultations, it is the IQAC who prepares the final draft of the academic calendar and submits before the staff council for approval. Once it is approved by the staff council, it is published and kept as the documented reference for the respective academic year. There is an elaborate mechanism for collecting and assessing the feedbacks from students, parents and alumni. The Student Satisfaction Survey, Teacher Feedback and Institutional Feedback provide the college with an explicit image of the curriculum delivery.

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
Creative Communication Spoken English (Department of English)		02/07/2018	180	The course provides soft skill training with interview,	It develops communication skills (speaking, listening) creative

			group discussion formal writing practice so that students can perform well in employment drives	writing skills .
Tally(Department of Commerce)	18/06/2018	180	Application level teaching of accounting software to equip the students to meet the needs of the industry.	Develop the skill of electronic accounting by familiarising Tally ERP9 software.
Tally(Department of Management Science))	13/12/2018	90	Application level teaching of accounting software to equip the students to meet the needs of the industry.	Develop the skill of electronic accounting by familiarising Tally ERP9 software.
Beauty Therapy (Department of Chemistry)	14/06/2018	180	It provides career opportunities in the glamour world. It enhances the self confidence of girl students.	Train the procedures of beauty treatments.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Open Course: Capital Market & Investment Management	04/06/2018
BSc	Open Course : Zoology: Human Genetics, Nutrition, Community Health & Sanitation	04/06/2018
BA	Open Course English : English for Careers	04/06/2018

BA	Open Course Malayalam : Pathrapravarthanam	04/06/2018
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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
BSc	Chemistry	04/06/2018
BSc	Physics	04/06/2018
BSc	Zoology	04/06/2018
BA	Economics	04/06/2018
BCom	Finance and Taxation	04/06/2018
BBA	Management Science	04/06/2018
BA	English Language & Literature	04/06/2018
MCom	Finance (PG-CSS)	04/06/2018
MSc	Physics -Electronics (PG-CSS)	04/06/2018
MSc	Zoology-Fisheries (PG-CSS)	04/06/2018

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

	Certificate	Diploma Course
Number of Students	94	0

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
MS Office Excel Expert Certification by Microsoft	05/12/2018	40
Life Shelf(Personality Development)	28/07/2018	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics	35
BBA	Management Science	42
BCom	Finance&Taxation	33
BSc	Zoology	9
MSc	Physics	14
MSc	Zoology	4
MCom	Finance	13

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
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

A feedback system is followed in the institution where students ,parents and alumni evaluate through a structured response sheet. Student Satisfaction Survey is conducted every year where students are requested to review the academic, co curricular and infrastructural ambience of the college. The students further gives a teachers' feed back where they give a exact assessment of the classroom teaching learning process of every individual faculty. Parents being a prominent stakeholder of our institution ,are providing us with an Institutional feedback which is collected annually during PTA General Body Meeting. Alumni of the institution too gives feedback and suggestions ,which are collected at department levels during Annual Alumni Meeting on August 15. All the above feedbacks are systematically collected and analyzed by IQAC of the college. Principal and Heads of the Departments convey suggestions and recommendations and appropriate corrective measures are adopted at department faculty level.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Finance & Taxation	40	2902	40
BA	Economics	40	1544	40
BSc	Chemistry	24	1086	22
BSc	Physics	24	1060	24
BSc	Zoology	24	1236	22
BA	English	24	303	19
BBA	Management Science	60	251	49
MCom	Finance	15	3005	15
MSc	Physics	20	1122	18
MSc	Zoology	12	1948	11

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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	596	88	30	4	16

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
49	36	4	11	1	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institute practices a mentoring system for the students. The students are assessed in terms of knowledge and skills at the beginning of different programmes. The assessment is done through departmental interview conducted at the time of admission. The college arranges an orientation programme for the first year students at the beginning of the academic year where professional trainers interact with the students and give a feed back about the students. The class teacher who works as the mentor of the students of their batch will collect information regarding their needs in terms of knowledge and skill through mentoring. The first assessment of the student's potential is done by means of student teacher interactions and by the collection of the individual student's profile during the commencement of the programme. The mentors spend time with each student and talk to them to establish a healthy relationship and monitor the performance of students to identify their special needs. Thus the mentor will be able to identify students with some learning disabilities and the students with the intention of advanced learning. Both these categories need support from the teachers and hence the facts identified by the mentor are discussed in the department level meeting. Advanced learners need motivation and scholarly guidance from teachers. Some teachers accept such students as their partners for collaborative learning and research. They are exposed to some advanced areas of learning by providing good quality research articles and reference materials. They are then asked to make presentation about the topic in the classroom. This process creates a new teaching learning environment to the teacher and the student. Another strategy adopted to satisfy the advanced learners is to introduce high quality reference materials available in the general library and motivate them to go through it. Teachers are supporting such students by clarifying their doubts and suggesting going for professional programmes related to their area of interest. Walk with the Scholar (WWS) programme of the Government of Kerala, very successfully organised in the college is a real support to advanced learners. The mentor will monitor the performance of each students and identify the weak performers, study their socio economic back grounds. Such students are given individual care and motivation by all teachers in that class. Additional attention is given to them and remedial coaching classes are given. If, needed financial support is also given to needy students. The academic performance of all students in the internal exams is recorded and this is informed to the parents. As per the directions of Government of Kerala, college has initiated Scholar Support Programme (SSP) and additional support is given to weak students in academic as well as special mentoring is given to them to make them self aware about their capabilities and help them to achieve their goals. Motivational and goal setting classes are arranged for them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
684	49	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
51	49	2	0	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. A. Priya	Assistant Professor	AIPC National Level Best Popular Poetess Award
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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
BCom	Commerce	VI	03/04/2019	29/04/2019
BA	Economics	VI	22/03/2019	29/04/2019
BSc	Chemistry	VI	03/04/2019	29/04/2019
BSc	Physics	VI	29/03/2019	29/04/2019
BSc	Zoology	VI	05/04/2019	29/04/2019
BA	English	VI	22/03/2019	29/04/2019
BBA	Management Science	VI	29/03/2019	29/04/2019
MCom	Finance	IV	22/05/2019	30/09/2019
MSc	Physics	IV	24/05/2019	30/09/2019
MSc	Zoology	IV	25/05/2019	30/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The curriculum requirement of both UG and PG programme includes a mandatory continuous evaluation of students by teachers. The University has laid down certain norms to assess the students internally and award marks. Students' attendance, their score in the frequently conducted internal exams, performance in assignments, seminar, practicals etc count together to ones internal assessment score. The internal marks scored by the students for each course is published at the end of each semester. Students can file their grievance, if any, regarding the internal marks and there is a grievance cell in the college dealing with it. The evaluation process is explained to students and as well as the parents. • At the beginning of the academic year, both students and the parents are briefed about the curriculum, marks/grade for each course and criteria of evaluation for both internal and external evaluation. • A handbook is given to both student and teachers which provides detailed information about evaluation process. • Each teacher provides detailed information to the students in the class regarding various parameters set for with respect to both

internal and external evaluation system. • The college has formulated a team comprising of faculty members from each department to monitor and supervise internal evaluation process. Staff meetings are convened to discuss and implement any changes brought forth by the university in the evaluation process. • In order to ensure both academic and overall quality enhancement of the students, appropriate decisions are taken at the department level as well as in PTA meetings convened. • Parents are informed about the performance of the students and progress card is given to them.

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

At the beginning of every year, academic calendar is provided to the institution from the university. It contains number of working days, holidays, schedule of examination etc. The IQAC of the college prepares the academic calendar according to the University calendar in the college level and submit it to the principal for discussing in the staff council. The staff council, after examining the viability of the calendar, will accept the same with or without changes. The principal of the college gives direction to the heads of the departments to hold department level meetings to incorporate curricular and co-curricular activities of the department in the calendar so that a well planned academic schedule could be prepared for the smooth running of all aspects connected with the institution.

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://www.kgcollege.ac.in/syllabus/>

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
	BCom	Finance & Taxation	39	37	94.87
	BA	Economics	35	26	74.28
	BSc	Chemistry	15	14	93.3
	BSc	Physics	19	17	89.47
	BSc	Zoology	24	23	95.83
	BA	English	18	13	72.2
	BBA	Management Science	42	22	52.38
	MCom	Finance	14	12	85.71
	MSc	Physics	19	13	68.42
	MSc	Zoology	12	12	100

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2.7 – Student Satisfaction Survey

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

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	1095	UGC	1004600	246880
Minor Projects	730	UGC	100000	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
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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
Business Incubation Centre	Financial Capability Centre	Business Incubation Centre, Mahatma Gandhi University	Financial Capability Centre	Academic Startup	28/02/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Research Post Graduate Department of Commerce	7

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	Research Post Graduate Department	6	7.36

	of Commerce		
International	Economics	1	5.41
International	Zoology	4	5.03
International	Chemistry	2	2.05
International	Hindi	2	5.88
International	Physics	1	0
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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
Hindi	12
Chemistry	3
Commerce	3
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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 Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	16	14	5	35
Presented papers	13	9	1	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 and Rescue Work	16K BN NCC NDRF	1	107

Flood Relief, Material Collection and Distribution	NSS	3	51
Blood Donation	NSS, Blood Donors Forum	2	70
Rehabilitation of the Flood Victims	NCC, NSS	3	200
NSS 7-Day Special Camp, Sukrutham 2018 at Kurichy Village	NSS, Kurichy Village	2	100
Waiting Shed Maintenance	NSS	2	12
House Construction	NSS	2	100
Painting of L. P. School, Kurichy	NSS	2	20
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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
NSS Activities	Best NSS Unit	M. G. Univerdsity, Kottayam	200
NSS Activities	Best NSS Volunteer (Male)	M. G. Univerdsity, Kottayam	1
NSS Activities	Certificate of Appreciation for NSS Volunteers (Female)	M. G. Univerdsity, Kottayam	1
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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
Swachh Bharat	NSS	Cleaning of District Court Premises and Collectorate Garden Maintenance	2	25
Swachh Bharat	NSS	Plastic Free Road	2	150
Swachh Bharat	NSS	DD Office Arrangement	2	10
Swachh Bharat	NSS	Homeo College Cleaning	2	70
Aids Awareness	NSS	Seminar on Aids	2	350

Awareness

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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
Research Supervision in Commerce for Guiding M. Phil in Other Research Centres	1	Nil	180

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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
No Data Entered/Not Applicable !!!					

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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
No Data Entered/Not Applicable !!!			

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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
67.5	67

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
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

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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 partially)	Version	Year of automation
Computer NET-ERP	Fully	4.5	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21576	1373260	485	170892	22061	1544152
Reference Books	1042	1117437	94	57278	1136	1174715
Journals	30	26685	2	1200	32	27885
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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
No Data Entered/Not Applicable !!!			
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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	73	3	73	3	1	8	50	3	0
Added	0	0	0	0	0	0	0	0	0
Total	73	3	73	3	1	8	50	3	0

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

1 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
No Data Entered/Not Applicable !!!	

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
12	11.75	60	55.3

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

The institution obtains the necessary requirements of class rooms, laboratories and other infrastructural resources from each HOD well before the beginning of the academic year. After validation of the requirements in Staff Council, the available resources are allocated to each department. Wherever there exists a situation that a facility (a laboratory) is required by more than one departments, suitable adjustments in the time table would make the optimal use of the laboratory a possibility. The buildings are maintained for their up-keep and repairs on a regular basis. The house keeping team regularly maintains the buildings, corridors and other places clean and tidy. The wash rooms are maintained by a team on a regular basis to maintain their usability. The Departments managed by their heads are responsible for maintaining the laboratory equipment for their operational conditions. Before the beginning of the academic year, the HODs would budget for repairs and maintenance in all their laboratories for the concerned academic year. They identify the agencies who would undertake the maintenance work and would get the equipment ready for operations before the beginning of every semester. The institution has adequate infrastructure facility to facilitate effective teaching and learning. The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep the facilities in consultation with the governing council and the management. There are spacious class rooms and computer lab with sufficient ventilation. Each classroom has elevated platform, so that the teacher and board is visible to all the students. Regular classes run from 9.45 am to 3.30 pm. The library spacious and well maintained. The reference hall, book section, reading room is well furnished. Our library has reference section as well as the periodical section. The library facility come under the preview of the library committee. The working hour of library and the reading hall is from 9.30 am to 4.30 pm. Conference hall with LCD facility is used for PPT presentations. Sports, NCC, NSS have separate office rooms. The college has an IQAC room. It is used for IQAC meetings and discussions. . . We have water coolers and purifiers in our college. The college has a separate grievance redressal cell. .One complaint box is fixed near principal's office.

<http://www.kgcollege.ac.in/procedures-and-policies/>

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	Merit Endowments for various disciplines MGOCSM	45	85000
Financial Support from Other Sources			
a) National	Central Sector and Post Metric Scholarships	9	76000
b) International	Nil	0	0

No file uploaded.

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
Soft Skill Development	26/09/2018	50	Dept. of Commerce M. G. University
Soft Skill Development	05/01/2019	60	Kerala Govt. (WWS)
Soft Skill Development	05/01/2019	60	Kerala Govt. (SSP)
Yoga	21/06/2019	107	NCC
Personal Counselling	03/06/2019	250	College
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Microsoft Online Exam	39	0	28	6
2018	Indian and International Professional Courses	0	39	0	0
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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
0	0	0

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
No Data Entered/Not Applicable !!!					
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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
No Data Entered/Not Applicable !!!					

[View File](#)

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	4
Any Other	3
No file uploaded.	

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

Activity	Level	Number of Participants
Arts Fest	Institutional	300
Sports Meet	Institutional	200
Commerce Colloquy-Jr	State	150
Commerce Colloquy-Sr.	National	200
Paper presentation Competition - Commerce	State	50
KSCSTE intercollegiate Quiz Competition	Regional	8
Ball Badminton (Men Women)	University, Intercollegiate	15
Zoology Fest _Emerald Quest	Intercollegiate	50
Paper Presentation Competition-Physics	Intercollegiate	10
Prof. K. J. Cherian Memorial Quiz Competition	Institutional	14
No file uploaded.		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

To accomplish the mission of the college in all possible dimensions and also to generate ideas from the young dynamic minds, various academic and administrative bodies ensure the strong delegation from the student community. Among different bodies the key and foremost is the functioning of the College Union. The selection of office bearers is done strictly adhering to the norms and guidelines of the Mahatma Gandhi University. Recommendations and suggestions regarding the conduct of different programme made by the college union are discussed in the college council and ample measures are taken to execute these under the strict monitoring and expertise of faculty members. The

college union organizes and conducts the major events of the college like Festival Celebrations, Arts and Sports competitions, Merit day etc. Realizing the social commitment college union organized a carnival and distributed the fund generated through this programme to the most needy person among the student community. Also the college union joining hands with faculties in charge of various arts and sports club, rendered all the facilities to ensure the maximum participation of talented students in the university level arts and sports meet. Regarding their academic and other needs students are given opportunities to raise their problem through their representations in the college highest planning bodies like IQAC, RUSA, Women Cell, NCC, NSS etc. Also to develop the organizing skills of the students different departments, clubs and associations of the college pave the pathway and supports to conduct inter-departmental and inter-collegiate fests. The very effectively functioning bodies NCC and NSS, provide the students a good platform for inculcating values like selfless service, self-discipline, self-esteem etc .NCC cadets and NSS volunteers gives their full support in organizing different programme and also supports the college community to manage and co-ordinate the general body meeting like PTA, Alumni, invited talks etc. The MGOCSM unit of the college is actively engaged in imparting value added and value oriented programme in the college, thereby enhancing the moral and spiritual ethics of student community. Through these activities the most important stake holder in the transaction - our students- are never kept at dark.

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) :

122160

5.4.4 – Meetings/activities organized by Alumni Association :

Annual Alumni Meeting on 15/08/2018.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College makes sure that every faculty is involved in at least 2 or 3 committees of the College and representation from the student community is also ensured. Through the Students Council the students are actively participating in decision making. • The regular meetings and feedback of different stakeholders is also an indication of the participative management. Before the commencement of each academic year a staff meeting is held in order to assign responsibilities to the staff and the various committees to be formed the smooth functioning of the college. The responsibilities were assigned to the faculties by discussing with them and based on their capabilities.

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

Yes

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
<p style="text-align: center;">Curriculum Development</p>	<p>The college is affiliated to MG University, Kottayam. The university is exclusively responsible for curriculum development. Faculty members of different departments are chairpersons and members of the board of studies of the university and are involved in PG and UG curriculum revision and development. Faculty members of various departments have also participated in the curriculum revision workshops organised by the university. Curriculum enrichment programmes like invited talks, workshops, seminars and panel discussions are organised frequently by the college. The college offers three add-on programmes under the departments of Commerce, Chemistry and English.</p>
<p style="text-align: center;">Teaching and Learning</p>	<p>Many teachers use a judicious combination of traditional and technology enabled innovative teaching methods. Students centered teaching and learning is adopted in every departments. Tutorial classes are also conducted for students. Students are also encouraged to participate in different seminars to enhance their presentation and communication skills. Staff are encouraged to attend workshops to acquire new knowledge and improve their practical skills. They are encouraged to use ICT as an effective teaching tool and are trained wherever needed. Staff members who attend training programs share what they have learnt. Faculty is also encouraged to visit other institutions of academic excellence and adopt their best practices in teaching and learning.</p>
<p style="text-align: center;">Examination and Evaluation</p>	<p>The new CBCS system introduced by the university has been fully adopted by the college at UG and CSS system for PG levels. Two internal examinations are conducted every semester in addition to the class tests conducted by the departments. Students are also given assignments, seminars, project works etc for continuously evaluating their performance. Progress of the students is communicated to the parents through General and class PTA meetings. An internal coordinator is designated in every department to monitor the</p>

internal evaluation process. Grievances of the students regarding internal marks are also rectified in a timely manner.

Research and Development

Research has been considered as an integral part of the the academic endeavors in our college. The college promotes faculty participation in research, by granting them leave under FDP scheme. The management of the institution has a policy of felicitating the faculty members acquiring Ph. D degree. Staff members efforts are facilitated by the physical availability of computer, printers and internet facilities. Staff members are also given access to INFLIBNET. The Commerce department of the college is an approved Research Centre under Mahatma Gandhi University. Faculty members of the institution serve as Research Guides in various colleges/research centres in the state.

Also the faculty members of the institution are motivated to take up major and minor research projects of various funding agencies. The research promotion council is constituted in the college with a view to promote and monitor research activities in the college. Student research is also promoted by providing them small projects related to the curriculum or of social interest. Students are also promoted to write research proposals for Summer Research Projects.

Library, ICT and Physical Infrastructure / Instrumentation

We have a full fledged and spacious library with 17393 books,10 issues of newspapers, 46 periodicals,11 journals and over 10000 e-journals under NLIST/INFLIBNET. Issue-return and search facilities are automated. The entry and exit procedures of the library is automated. The rules and regulations to be followed in the library are displayed at the entrance of the library and is also published in the college calendar. The institute regularly increases ICT facilities for classrooms, tutorial rooms, seminar halls.

Human Resource Management

The principal plays a key role in the planning and mobilization of the human resource of the college. The human resource of the college is professionally managed. There is a proper recruitment, selection and

induction policy for faculty and staff. For the management of the students' affair, the college has college union, students' welfare committee and grievance redressal cell. For professional development of the human resource, the institute delegates the faculty and staff to undergo development programs outside the institute. Faculty and students are felicitated for their academic achievements. For the efficient management of the employees, the strategies like motivation, training and development and participatory management are adopted. For the efficient management of the students, who are the most prominent human resource in the campus, strategies like academic development, social orientation, value based education, soft skill development and human relation skills are adopted.

Industry Interaction / Collaboration

The department of Zoology have arranged a field visit and interactive session with the Central Marine Fisheries Research Institute(CMFRI). Students of the department of chemistry visited Tropical Institute of Ecological Sciences (TIES) and RUBCO, Kottayam. The students of dept of commerce also conducted an industrial visit to Modern Bread and Milma, Ernakulam. The students of the Department of Management Science do their project work under industry-academia collaboration at firms like Malayala Manorama, Milma, FACT, Kitex, Anna Aluminium, Travancore Cochin Chemicals, Plantation Corporation etc. The PG students of Department of Commerce do internship at Geojit Financial Services Ltd.

Admission of Students

Admission of the students is through Centralised Allotment Process (CAP) conducted by MG University, Kerala. An admission committee is constituted in the college with faculty members for the smooth conduct of admissions. The college strictly follows the admission policies of Mahatma Gandhi University and Government of Kerala.

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

E-governance area	Details
Planning and Development	The college maintains a website which gives detailed information about the

activities and programmes of the college. The website is being updated regularly. We also use the social media platforms like Facebook, WhatsApp etc for the dissemination of information related to college activities.

Administration

The College is prepared to make use of Information and Communication Technology (ICT) to enrich the learning experiences of the students. The College Office and the Office of the Controller of Examinations is automated. PPT presentations by the faculty and students, Internet Facilities and Institution Website are the steps that have been taken by the College to promote e-governance. The data corpus of the library is almost fully available in the computerized system. Teaching staff also uses NLIST/INFLIBNET facility for accessing e-journals. Our college also uses the SPARK (Service and Personnel payroll Management application) which is a project under the co-ownership of Information Technology Department and the Finance Department of Kerala state. This centralized system helps the departments to get details of any employee immediately. The implementing agency of the project is Kerala State IT Mission. The project aims to have the up-to-date details of employees and accountability of their salary. The salary bill preparation, digital data of Service book details, etc. are made simple through SPARK. It is a web-based solution for Service and payroll management and it can process and generate pay bills/ reports etc. Ultimately it can facilitate online data transfer between Govt. Departments, Treasuries and Accountant General's Office. Digitized Service Books of all the Govt. employees in the State will be captured into the system and Permanent Employee Numbers (PEN) is allotted. This PEN is the important code to identify the employee in the SPARK database.

Finance and Accounts

Receipt of admission fees is completely online. Salary of faculty members and staff is transferred directly to the bank account. Bills are submitted to the treasury through BIMS software.

Student Admission and Support

The admissions in both UG and PG levels are carried out through a Centralized

Allotment Process(CAP) in which candidates apply online through university website E-SCHOLAR MANAGEMENT SYSTEM E-scholar management system enables to manage student details regarding enrollment, admissions e.t.c. It generates automated reports on all aspect for data driven decision making. It helps to generate conduct certificate and transfer certificate for the outgoing students. It also records all academic details regarding students. Automated system allows seamless connections with teachers, students, and administrators. It enables to manage the entire academic and administrative process hassle free. E-SCHOLAR ONLINE ATTENDANCE E-scholar online attendance automates the process of student attendance and it allows generating attendance report for faculty students and parents. It also allows the teacher to maintain periodical records. It also facilitate communication of attendance report through SMS and email to parents.

Examination

Our parent university have adopted an automated system for issuing question papers for various university examinations and we are making use of the facility. Fee payment of the students for registration of examination, application for revaluation etc are also done making use of online services designed by the university. The internal marks obtained in the Continuous Evaluation Process are also submitted on-line in the University website.

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
No Data Entered/Not Applicable !!!				
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	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
------	-------------------------------------------------	------------------------------------------------	-----------	---------	-----------------------------------------	---------------------------------------------

	organised for teaching staff	organised for non-teaching staff				
2019	One Day Academic Conference for Teaching Staff	-	02/03/2019	02/03/2019	25	0
2018	Session on Service Rules	One Day Conference for Administrative Staff	10/11/2018	10/11/2018	42	20
2019	National Seminar on 'Financial Capability and Financial Well-being a Consumer Finance Perspective'	-	27/02/2019	28/02/2019	30	0
2018	Two Day National Level Workshop on 'Research Data Analysis Using R-Programming'	-	31/10/2018	01/11/2018	35	0
2019	Two Day Programme in connection with National Science Day 2019 supported by KSCSTE DST, Govt. of Kerala	-	14/02/2019	15/02/2019	20	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher	3	18/07/2018	07/08/2018	21

course in Commerce and Management (UGC-HRDC Calicut University)				
Refresher Course in Higher Education and Women Managers (UGC-HRDC, Kerala University)	1	26/06/2018	16/07/2018	21
Refresher Course in Basic Sciences (UGC-HRDC, Kannur University)	1	08/11/2018	28/11/2018	21
Refresher Course in Women Studies and Women Empowerment (UGC-HRDC, Kerala University)	1	24/01/2019	14/02/2019	21
Refresher Course in Human Rights (UGC-HRDC, Kerala University)	1	08/10/2018	29/10/2018	21
Refresher Course in Environmental Sciences (UGC-HRDC, Kerala University)	1	28/11/2018	18/12/2018	21
Orientation Course (UGC-HRDC, Kerala University)	1	16/01/2019	12/02/2019	28
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	6	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Club, which is an association of faculty members, encourages the	The Principal can sanction loan to the permanent non-teaching	For the welfare of students, regular meetings with Principal,

sports and cultural activities of the faculty members. At the end of each academic year, staff tour and gathering of the family members of the faculty is organized by the staff-club. The faculty members are greeted by staff-club conveners on their special occasions like birthday, wedding anniversary etc. Staff club organizes special programmes on occasions like Onam, Christmas, New year etc. The Principal can sanction loan to the permanent teaching staff from their Provident Fund. The college provides the necessary guarantees so that the staff can arrange loan from the bank where salary of the employees is paid and also from other scheduled banks. The permanent teachers of the college are also eligible for loan from Baselius Co-Operative Society which is functioning in Baselius College which is under the same management. Advance salary is also provided by management to all teaching staff in need. All permanent teachers are eligible for the welfare schemes offered by the Government of Kerala. like SLI and GIS. Staff members can avail Maternity and paternity leaves.

staff from their Provident Fund. The college provides the necessary guarantees so that the staff can arrange loan from the bank where salary of the employees is paid and also from other scheduled banks. The permanent staff of the college are also eligible for loan from Baselius Co-Operative Society which is functioning in Baselius College which is under the same management. Advance salary is also provided by management to all staff in need. Financial aid is provided by staff club for non-teaching staffs in need. All permanent staff are eligible for the welfare schemes offered by the Government of Kerala, like SLI and GIS. Staff members can avail Maternity and paternity leaves.

Heads of the department, faculty members and student union of the college is held. The PTA meeting has a detailed discussion on teaching-learning process and important suggestive measures are noted and implemented accordingly. A complaint/suggestion box has been placed outside the Principal's chamber for the students. Principal remains in constant touch with the students. The college conducts an induction program for the first year students wherein they are provided with all the relevant information which will make their campus life a memorable one. The college has instituted several medals and prizes to honour the students who proved their excellence in academic and non-academic fields. The college has instituted scholarships and endowments for top scorers in various disciplines. Counselling facilities are also available for students in need. MOC management has instituted a merit excellence award for human empowerment.

6.4 – Financial Management and Resource Mobilization

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

Our institution regularly conducts internal and external audits at the end of every academic year. We adopt mutual auditing in which teams of faculties from various departments conduct auditing as per the directions from the principal. In 2018-19 a team from management which comprises financial auditor, MOC secretary, and a local governing board member verified the utilization of management funds. Institutional accounts are audited regularly by external

auditors. No major objections have been raised so far. Minor errors pointed out by the audit team are immediately rectified and precautionary measures are taken to avoid recurrence of such errors in future.

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
MOC Management, Alumni Contribution	6322160	Building Construction, College Development, Scholarship and Endowments.
No file uploaded.		

6.4.3 – Total corpus fund generated

620000

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	IQAC with External Experts	No	
Administrative	Yes	Deputy DCE, Kottayam	Yes	Management

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

1. Installation of Solar panels in the Self Financing Block 2. Purchase of chairs in the Auditorium 3. Maintenance and Roofing of College Pavilion and Remuneration to the team coaches

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

Annual Orientation Programmes are organized for non-teaching staff. Facilitate to attend various training programmes and workshops. Arranged a technical session on Pay Fixation and Store Purchase Rules.

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

Applied and selected under RUSA 2.0 Scheme. Academic Calendar is prepared in advance and strict adherence to it. Research activities are promoted and a considerable number of faculty members joined for Ph. D. Remedial coaching, Soft skill development etc. are promoted under WWS SSP initiatives.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
------	------------------------------------	-------------------------	---------------	-------------	------------------------

2019	A National Seminar on 'Financial Capability and Financial Well-being a Consumer Finance Perspective'	27/02/2019	27/02/2019	28/02/2019	100
2018	A Two Day National Level Workshop on 'Research Data Analysis Using R-Programming'	31/10/2018	31/10/2018	01/11/2018	100
2018	World Environment Day Celebration supported by KSCSTE	05/06/2018	05/06/2018	05/06/2018	50
2019	Kuriakose Mar Gregorios Memorial Lecture	14/01/2019	14/01/2019	14/01/2019	500
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self -Defense Class for NCC cadets	10/07/2018	29/03/2019	48	59
Female cadets assuming command of the NCC company	10/07/2018	29/03/2019	48	59
NSS volunteer strength	10/07/2018	29/03/2019	120	80

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
Installation of solar panels in self-financing block - 15-20 fluctuations in

availability, Rain water harvesting: The college has rain water harvesting system with a storage capacity of 1lakh litres, which is an alumni sponsored project. The chief source of water for the college, hostel and near-by charity institution - Asha Kiran- is from 2 ponds situated 500 meter downhill. Pond recharging system is developed to maximise the availability of water. Acid and Alkali waste from the Chemistry lab are released into the environment only after making it environmental friendly by dilution with plenty of water and neutralisation using very dilute alkali or acid. As an initiative of NSS Unit, plastic pens are collected and are given to recycling units.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2

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
No Data Entered/Not Applicable !!!							
View File							

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 Handbook and Calendar	02/07/2018	Clear instructions regarding regularity and punctuality, neatness, reverence to teachers, hygiene, classroom manners and decorum, discipline, civilised behaviour etc. are given in the handbook. Various monitoring committees of the college supervises all these matters. A college level "Ethics Committee" with the principal as chairman has been formed to monitor various discipline issues. As per the directions from the Honorable Supreme Court of India and relevant instructions from the University and UGC authorities, an anti-ragging committee and

		squad have been formed in this college and they ensure a ragging-free campus.
UGC Regulations 2010	02/07/2018	UGC Regulations 2010, regarding Inculcation of Human Values and Professional Ethics in Higher Educational Institutions is strictly followed in the institution.
Circular from Govt. of Kerala No.26483/G1/15.H.Edn., dated 12/10/2015	02/07/2018	Highlights of the circular is mentioned in the college Calendar and is strictly adhered. Student Union Activities are supervised by a committee chaired by the Principal with staff adviser as convener and HODs and discipline committee as members.
MG University regulations dated 20/04/2016	02/07/2018	M G University regulations for hostel inmates is strictly adhered.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day Celebration	05/06/2018	05/06/2018	450
Kerala Reading Day	19/06/2018	19/06/2018	200
International Yoga Day Celebration	21/06/2018	21/06/2018	400
Hiroshima Day	06/08/2018	06/08/2018	300
World Postal Day celebration	09/10/2018	09/10/2018	200
World Aids Day celebration	01/12/2018	01/12/2018	250
World Food Day Celebration	16/10/2018	16/10/2018	200
National Teachers Day Celebration	05/09/2018	05/09/2018	550
Keralapiravi	01/11/2018	01/11/2018	550
View File			

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

1) Environment day celebrations and plantation of saplings in and around the campus. 2) Vermin composting of solid wastes generated in the campus under the supervision of Post Graduate Department of Zoology. 3) Butterfly Garden maintaining by the Zoology department in its premises. 4) Department of

Economics has been maintaining a garden for the last few years and they are renovating it by growing new plants. 5) The NCC unit of this college has a garden in front of the library block. Its inception was in the academic year 2018-2019. 6) Conducted awareness program to reduce usage of plastic items. 7) Plastic disposal facility.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Campus-to-community programme a. CARNIVAL: It is a unique program - a dance and musical intercollegiate- inter school fiesta - organized along with the College's Annual Sports Meet. In 2018-19, the fund raised by conducting the College Carnival through distributing lucky draw coupons, setting up of departmental stalls for food and games by auctioning, is utilized for renovating the house of one of our girl students in the Science stream. b. Support to Asha Kiran : ASHA KIRAN, a palliative care unit, situated very close to the college, where old orphans are accommodated. The college is regularly supplying water for the use of inmates. The students and teachers make regular visits to Asha Kiran and provide financial assistance and also spend much time with the inmates. Also, the students extended financial assistance to Abhaya Bhavan (nearby charitable institution) through charity boxes. c. Blood Donor's Forum: The blood donor's forum of NSS unit called as "Life Donors" cater many of the blood needs in and around Kottayam. During the year, more than 70 volunteers donated blood for the needed in various hospitals of the district. As a source for easy availability of blood in much needed times, a blood directory was published by the NSS Unit of K.G College. The directory consists of the entire student's blood group and their contact numbers. In case of emergencies for any blood group, the directory will be very useful. d. Flood Relief Activities: During the unprecedented flood which occurred in Kerala in August 2018, the college community joined hands together in doing whatever they could, to support the affected people - collected funds and distributed among the needed, took part in the rehabilitation and cleaning work under the auspices of various Government Agencies and Non-Government organisations like Malayala Manorama, National Forum of People Rights, Thiruvalla etc. The college NCC and NSS unit is always in the forefront in serving the community, which instills the need for a community living among the students. Some of our departments had gone an extra mile in giving special tutorial sessions for the students who had lost their regular classes due to flood, which the student community received with great enthusiasm. 2. Student Support through Stakeholder Support 1. Student Adoption Scheme: In this scheme, the teachers will identify financially weak students who could not continue their education due to shortage of money, and inform the alumni who are ready to adopt a student for educational support. The alumni will deposit the entire money required for the completion of the programme with a bank account maintained with the Canara Bank. The teacher in charge of the programme will release the amount at the beginning of the year to the concerned student.. 2. Scholarships by Alumni and Retired Staff: Former students who are now in good position and are willing to support the young generations in their alma mater are requested to contribute a lump sum for giving scholarships to brilliant and economically backward students. Retired staff also have instituted many scholarships on merit cum means basis which are really helpful to brilliant but financially backward students to continue their education. 3. Fast A Day Feast A Friend: The College MGOCSM unit, a secular students' wing actively participates in Community extension programs and their flagship program 'Fast a Day, Feast a Friend' is one to be mentioned with special regard. Every year a particular day is earmarked for collecting voluntary financial contributions from the college community and the fund raised through this, is handed over to the Principal to distribute to the needy hands among the students.

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

<http://www.kgcollege.ac.in/bestpractices/>

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

The primary aim of the college, at the time of its inception was to perpetuate the sacred memory of Kuriakose Mar Gregorios (Pampady Thirumeni), the saintly Metropolitan of the Kottayam Diocese of the Malankara Orthodox Church. The College bears the name of the Patron saint and tries to do justice to his vision and mission. In keeping with the vision of the late lamented Metropolitan, whose life was a glowing beacon of charity and compassion, the college specially caters to the weaker sections of society. As the College is situated in the rural background of the Kottayam town, most of our students are from economically as well as socially marginalized sessions. The institution caters to their immediate needs through various charity projects inside and outside the College. This year the fund raised by conducting the College Carnival (a dance and musical intercollegiate- inter school fiesta organized along with the College's Annual Sports Meet) through distributing lucky draw coupons, setting up of departmental stalls for food and games by auctioning , is utilized for renovating the house of one of our girl students in the Science stream. The College MGOCSM unit, a secular students' wing actively participates in Community extension programs and their flagship program 'Fast a Day, Feast a Friend' is one to be mentioned with special regard. Every year a particular day is earmarked for collecting voluntary financial contributions from the college community and the fund raised through this, is handed over to the Principal to distribute to the needy hands among the students. The Teaching faculty came together in contributing to the renovation of the flood affected household of one of our supporting staff members in Kuttanad, the worst affected place during the 2018 floods, through their staff club contribution.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. Start more value added courses
2. Extend the scope of campus-to-community programmes
3. Campus recruitment drives to be organised at the college
4. Conduct orientation programmes for faculty members on quality enhancement techniques
5. Provide financial assistance to faculty members for attending international and national conferences