

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	KURIAKOSE GREGORIOS COLLEGE
1.2 Address Line 1	PAMPADY
Address Line 2	KOTTAYAM
City/Town	KOTTAYAM
State	KERALA
Pin Code	686 502
Institution e-mail address	mail@kgcollege.ac.in
Contact Nos.	0481-2505212
Name of the Head of the Institution:	Dr. Sherly Kurian
Tel. No. with STD Code:	0481 - 2508212
Mobile:	9961274087
Name of the IQAC Co-ordinator:	Dr. MINI JOSEPH
Mobile:	9495446932
IQAC e-mail address:	iqackgcpampady@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN 08260

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/29/A&A/11dated
November27 2017

1.5 Website address:

www.kgcollege.ac.in

Web-link of the AQAR:

http://www.kgcollege.ac.in/wp-content/uploads/AQAR_2017-18.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.86	2010	5 yrs.
2	2 nd Cycle	B++	2.81	2017	5 yrs

1.7 Date of Establishment of IQAC : DD/MM/YYYY

04/06/2010

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

NA

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC

Yes No

Regulatory Agency approved Institution
(eg. AICTE, BCI, MCI, PCI, NCI)

Yes No

Type of Institution Co-education

Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc NA

Autonomy by State/Central Govt. / University	<input type="text"/>	
University with Potential for Excellence	<input type="text"/>	UGC-CPE <input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE <input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST <input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>) <input type="text"/>
UGC-COP Programmes	<input type="text"/>	<input type="text"/>

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="15"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC has discussed about various techniques to improve the quality of teaching and learning in the campus. It has been decided to implement the following participatory learning programme to stimulate interest of the learners and for ensuring creative thinking.
 - One student of each class is assigned with the task of making a presentation on a general issue in his/her class. The student must make a power point presentation for 30 minutes and the topic will be discussed by the class members for the remaining one hour. The class teacher of the class must act as the facilitator.
 - Instead of giving theory based assignments, real practice based assignments are made compulsory. The students are getting an opportunity to think the theory they have learned with the real practice.
 - For ensuring an inclusive learning of all categories of students, Quality Circle Model is followed. Quality leaders are assigned the responsibility of managing 5-7 students which enable the organisation to improve the performance of weak students and help to create social commitment among quality leaders.
- An academic calendar for the institution is prepared for ensuring that all activities are running in accordance with plan.
- IQAC is constantly motivating the teachers to apply for major and minor research projects. Information regarding applications are made available to teachers. During the year, 4 proposals for minor research projects were submitted and 1 minor project sanctioned by the UGC.
- Make necessary arrangements for feed back response from students in quality related institutional processes.
- A Master Register was prepared and circulated to all departments for recording department level activities for ensuring effective management information system.
- Took initiative to develop and maintain the institutional data base for the purpose of maintaining and enhancing the institutional quality.
- Organised motivational and personality development sessions to the students.
- Took initiative for Self Study Report Preparation for Re-Accreditation.
- Co-ordinate the various Campus to community initiatives of the college.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>1. Submit SSR for the 2nd Cycle of reaccreditation</p> <p>2. Decide to continue the system of teacher's diary.</p> <p>3. Extension of Library Block.</p> <p>4. Motivate all teachers for doing Research and complete it in a time bound manner.</p> <p>5. Conduct orientation programme for the newly enrolled students and organise classes on GD, IT and Personality Development.</p> <p>6. To organise training programme for bank test and other competitive examinations</p> <p>7. Scheduled various co-curricular activities of the academic year</p> <p>8. Start remedial classes from the beginning of the year</p> <p>9. Start one hour tutorials on every 3rd day Time Table.</p> <p>10. Apply for more courses to the Govt. of Kerala.</p> <p>11. Take initiatives to organise various inter collegiate Arts and Sports activities in the campus.</p> <p>12. Co-ordinate the various extra and co-curricular activities by various clubs, cells and subject associations in order to give various platforms to the students</p> <p>14. Organise classes on Research</p>	<p>NAAC Peer team visited for reaccreditation on November 2017 and accredited with B++ Grade.</p> <p>A diary for recording various works done by teachers on campus was prepared and circulated among teachers. They were given necessary instructions for filling up details in the diary. These diaries are verified at the time of internal academic audit.</p> <p>Completed the extension of Library</p> <p>Four faculty members availed FIP under 12th plan of UGC.</p> <p>Orientation programme for newly enrolled students were organised separately on the basis of disciplines. Career Guidance and placement cell organised various personality development sessions</p> <p>Coaching classes for bank test and PSC were organised. Around 60 students were actively participated in this process. 5 students got placement in various firms.</p> <p>All scheduled activities are conducted in accordance with the plan.</p> <p>Monitor the redial classes of various departments.</p> <p>Implemented the same</p> <p>Applied but not sanctioned (policy decision of the govt)</p> <p>College hosted a National Paper Presentation Competition, All Kerala Inter Collegiate Fest for Commerce and Science students, All Kerala Fest for Higher Secondary students etc.</p> <p>Various clubs and subject associations arranged number of activities during this year.</p> <p>Organised Workshops and Seminars on Research Methodology and Data Analysis in Social Science</p>

<p>Methodology and Data Analysis for Research Scholars</p> <p>15. Support the various campus to community initiatives of the college.</p> <p>16. To initiate student support programmes through stake holders support.</p> <p>17. Install a water harvesting system to face water shortage in summer season.</p> <p>18. Set up a language lab for enhancing the communication skills of students.</p>	<p>Research by the Research Department of Commerce.</p> <p>Various Community Welfare programmes like, Support to Asha Kiran, Support to Local Self Government, Blood Donation, etc. were organised</p> <p>Various student support programmes like student adoption scheme, alumni and retired staff sponsored scholarships, student enrichment programmes were started.</p> <p>Installed a water harvesting system with a storage capacity of 3 Lakhs litres.</p> <p>Set up a language lab with 30 seating capacity.</p>
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

 Management Syndicate Any other body

Provide the details of the action taken

A detailed discussion of the AQAR was done at the Governing Board meeting regarding the achievements of the college during the year. The Governing Board has suggested improving the research and development activities of the teachers.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	3		1	
UG	6		2	
PG Diploma				
Advanced Diploma				
Diploma				3
Certificate				
Others				2
Total				

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

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

Mahatma Gandhi University has revised the syllabi and the pattern of question paper of CBCSS pattern of UG programmes.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	15	12		

2.2 No. of permanent faculty with Ph.D.

9

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

19

2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	22	10
Presented papers		7	
Resource Persons			

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

- Organised one day academic conference for the teaching staff.
- Organised seminars and workshops on Research Data Analysis in Social Science research by the Research Department of Commerce for teachers interested in research works and research scholars.
- 2 internal examinations were conducted for all UG and PG classes for each semester. The results published within 2 weeks of the completion of the examination. Assignments and seminars and such other activities were conducted as a part of the continuous evaluation of the students. The internal marks scored by the students were published by the end of the semester. Students can file their grievances regarding the internal marks and there is a grievance cell in the college dealing with it.
- Career Oriented Add-On Courses on Computerised Accounting, Communicative English and Beauty Therapy were organised.
- Organised training programme for Competitive Exams and Bank Tests.
- Women Cell of the college organised 4-wheeler and 2-wheeler classes and self defence mechanism programme.
- Organised Civil Service Orientation programmes.
- Student support programme to academically weak students .Tutorials and bridge classes were also arranged.
- *Thursday Forum*: A forum of highly motivated students is constituted and in every first Thursday of each month, the members of this forum joined together to share their views about the recent developments. Young achievers are invited to address the students and motivate them.

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

149

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Evaluation system is framed by the M G University and all affiliated colleges are expected to follow the same system. The institution has no freedom in introducing evaluation reforms.

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

7		
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2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of student appeared	Division	Grade						
		A+	A	B	C	D	E	F	Pass%
B Com	39	11	12	2	9	-	-	2	94.87
B A Economics	36	1	2	9	7	2-	-	15	58.33
B Sc Physics	19	5	6	6	2			0	100.00
B Sc Chemistry	17	2	9	4	1			1	94.00
B Sc Zoology	20	1	2	6	7			4	80.00
BBA	39	-	3	7	13	7		30	76.9
B A English	17			2	3	2		10	30.00
M. Com	14		2	7	2			4	78.57
M. Sc. Physics	19			6					31.60
M Sc Zoology	8			7	1				100

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

There is a well designed mechanism for getting the assessment of students on the performance of teachers. Teachers are assessed by students on a 5 point scale regarding 10 parameters. Head of each department are asked to collect the information from the students. The principal will consolidate the rating of each teacher and results are shared with the concerned. Teachers who are well accepted among students are specially motivated by the principal. Teachers who are poorly rated by the students are personally called by the principal and suggestions are advised to improve the performance.

Parent-Teacher Association is the most powerful and well organised stakeholder providing continuous feedback to the institution. They are providing feedback regarding the discipline, attendance, the transportation problem and infrastructural facilities in the campus. Feedback from student community is considered as the most vital information and hence it is well recognised. Meeting of class representatives and class monitors will be called by the principal and their suggestions are collected to improve the performance of the institution.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	4
HRD programmes	40
Orientation programmes	3
Faculty exchange programme	Nil
Staff training conducted by the university	3
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	8
Others	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7			
Technical Staff	3			

Criterion – III

3. Research, Consultancy and Extension

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

- Motivate newly appointed teachers to register for Ph.D and apply for research projects.
- Insists compulsory participation in National and International seminars and present research papers.
- Organise meetings to congratulate and motivate teachers having special achievements in research area.
- Information regarding the various research opportunities and applications for research related activities are made available to teachers.
- Co-ordinate the research proposals of the college and send it to UGC.
- Take initiatives to organise research data analysis workshops.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		10,04,600		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		1
Outlay in Rs. Lakhs		110,000		95,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	22	
Non-Peer Review Journals			
e-Journals	1	1	
Conference proceedings		5	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-18	UGC	10,04,600	5,86,000
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			2	1	15
Sponsoring agencies			Various Banks	Self	Management

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

Type of Patent	Number
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3.16 No. of patents received this year

National	Applied	NIL
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

1

6

3.19 No. of Ph.D. awarded by faculty from the Institution

1

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Village adoption Scheme:-The college NSS unit adopted a ward in Pampady grama panchayat as its social responsibility to enhance the standard of living of the poor residence of the ward. The socio-economic development of

- Fast a day feast a friend: Students voluntarily contribute for providing meals to poor students in the campus.
- Blood Donation Programme: Blood donation club of the college organised blood group identification programme and local people who are in need of blood can approach the teacher-in charge and the teacher will identify the blood donor.
- Vermin Compost: Department of Zoology of the college has a vermin compost project. The students under the guidance of the teachers makes vermin compost and distribute it to the local farmers at a concessional rate.
- Clean the neighbourhood programme: NSS unit of the college has organised a 3-day camp for its volunteers with the motto “Clean Neighbourhood”. NSS volunteers clean the public places like bus stand and Taluk hospital in Pampady.
- Organised ‘Green Campus Project’ for planting trees in the surrounding areas and adopted village.
- Student Support Programme: Special attention programme to students from economically backward family.
- Students Adoption Scheme: Alumni Associations support financially weak students for meeting their educational expenses by depositing the entire money required for the completion of the programme with a bank account maintained in the Canara Bank.
- Renovation of Taluk Hospital-

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13.80acres			
Class rooms	29			29
Laboratories	6			6
Seminar Halls	6			6
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				

Others		New Self Financing Block Constructed	Management Fund	1 crore
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4.2 Computerization of administration and library

Administrative office of the college is fully computerised.
General Library automation process has been completed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15840	10,96,149	222	20845	16062	1116994
Reference Books	765	11,08,766			765	11,08,766
e-Books			n-list			
Journals	25	100000	2	4500	27	104500
e-Journals			n-list			
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	75	30		2	1	7	20	18
Added	5					2	3	5

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Training programme for teachers for using smart class room facility.
- Internet facility in all departments
- Fully computerised administrative office
- Add-on course on Tally ERP9 to students.

4.6 Amount spent on maintenance in lakhs:

i) ICT

1.12

ii) Campus Infrastructure and facilities

12.06

iii) Equipments	9.5
iv) Others	11.05
Total :	33.73

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Organised special programmes for personality development, English speaking skill, group discussion and interview techniques.
2. Organised special training programme for bank test.
3. Provided information to the students regarding various scholarships.
4. Displayed notices and circulars of recruiting agencies.
5. Provided add-on courses.

5.2 Efforts made by the institution for tracking the progression

The institution through teachers and notices, provide information regarding higher studies options and institution. Efforts are made to ensure that the learning curve of students' progress is in the right direction. Career guidance and placement cell of the college has provide all information regarding higher studies, placements, competitive exams and also arrange various personality development classes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
584	88	32	

(b) No. of students outside the state

4

(c) No. of international students

11

Men

No	%
260	39

Women

No	%
412	61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
356	67	9	207	5	644	358	69	8	231	6	672

Demand ratio - Demand ratio cannot be given because admission is done through centralised admission process of M G University.

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching classes for bank tests, PSC tests etc. were organised by the Career Guidance Club of the college. In addition, special coaching is given for group discussion and interview techniques. For this, experts from outside the college are invited. Talks on current affairs is also organised.

No. of students beneficiaries

180

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college has a specialised counselling centre under the guidance of a full time faculty. Class teachers identified the students in need of counselling service and forward their names to the counselling centre. The centre will provide counselling service to all the needy students. All the students of the college are the members of the career guidance cell. The cell organised special training on group discussion, interview techniques and current affairs. Special coaching for bank test is also organised on regular basis. Campus placement and related activities are organised by the cell.

No. of students benefitted

250

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			13

5.8 Details of gender sensitization programmes

The college has a women's cell. All female students are members of the cell. During 2017-18, the cell organised 4-wheeler driving classes for girls, ceramic pot making and talks on hygiene and women empowerment, talks on 'Health and Beauty Management, Self Defence Mechanism' etc..

5.9 Students Activities

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

State/ University level

12

National level

International level

No. of students participated in cultural events

State/ University level

24

National level

International level

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

Sports: State/ University level National level International level
 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	60,000
Financial support from government	335	8,85,000
Financial support from other sources	14	2,50,000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To become centre of academic excellence by imparting quality education. To develop the physical, spiritual, intellectual, moral and aesthetic power of the students so that they transform themselves into intellectually trained, morally upright, socially committed and spiritually inspired men and women.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Being an affiliated college, the university is responsible for curriculum development. But the teachers of various departments actively involved in the PG and UG curriculum revision. In addition, the college is offering two add-on programme to supplement the curriculum designed by the university.

6.3.2 Teaching and Learning

Majority of the teachers are adopting ICT enabled teaching. In some departments videos of lectures by eminent professors of reputed institutions are used for teaching specialised subjects. Students centered teaching and learning mechanism is adopted in all departments of the college. They are allowed to make presentations in classes.

6.3.3 Examination and Evaluation

Two internal examinations were conducted for all UG and PG classes for each semester. The results were published within two weeks of the completion of the examination. Assignments, seminars and such other activities were conducted as a part of the continuous evaluation of the student. The internal marks scored by the student were published by the end of the semester. Students can file their grievances regarding the internal marks and there is a grievance cell in the college dealing with it. External examinations are organised by the Mahatma Gandhi university and conducted at the college. The college has no right to introduce reforms in the

6.3.4 Research and Development

Department of Commerce of the college is recognised by the MG University as Research centre. 12 full time research scholars and 20 part time research scholars are actively engaged in research. 6 research guides are guiding research scholars. 2 minor research projects and 1 major research project are undergoing. The research department has organised workshop on 'Research Methodology and Data Analysis in Social Science Research'. The faculty members are published 21 research article in National journals and International journals. 2 candidates have submitted Ph. D thesis and awarded Ph. D. during the year. Research and Post graduate department of commerce has published a bi-annual research journal titled "Kegees Journal of Social Sciences".

We have a General library with INFLIBNET Facility, and departmental libraries for all the departments. New books and journals are added to these libraries every year. In addition to the reading materials for the UG and PG courses, the library subscribes newspapers, magazines and general reference materials to equip the students to face competitive examinations. General library automation process is completed. College has a computer lab with 35 computers. All the departments of the college has at least two desktop and 1 laptop. Internet facility is available in all the departments, library and at the administrative office. Special training programme for ICT enabled teaching was given to teachers.

6.3.6 Human Resource Management

There are 27 permanent teaching staff and 21 guest lecturers. 9 supporting administrative staff available in the college. Special orientation programme is offered to all newly appointed teachers. Every year, the management of the college has organised an academic conference for teaching faculty. One day conference of administrative staff of the management is also organised to discuss various service related matters.

6.3.7 Faculty and Staff recruitment

The college is expected to follow the recruitment policy suggested by the Government of Kerala.

6.3.8 Industry Interaction / Collaboration

In collaboration with Marine Research Institute in Cochin, Department of Zoology has arranged a field visit and interactive session with the scientists of the institute. BBA students has one month on-job training on various firms and organisation as part of their curriculum.

6.3.9 Admission of Students

Students are admitted under the Centralised Allotment Process offered by the university. Admission to the management quota and community quota are done under college level.

6.4 Welfare schemes for

Teaching	GIS and SLI as per Govt. norms, Health and Fitness club
Non teaching	GIS and SLI as per Govt. norms, Health and Fitness club
Students	Merit cum means scholarships, student adoption scheme.

6.5 Total corpus fund generated 3,32,43,645/-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Management
Administrative	Yes	Govt.	Yes	Management

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

For UG Programmes	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
For PG Programmes	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>

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

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Subject wise alumni association meet once in every year in the college campus. The date of meeting is fixed in advance and the alumni working in different places make arrangements for attending the same. Social networking sites are effectively utilised in organising the meeting. The alumni associations in foreign countries are contributing towards the development activities of the college. As a stake holder, the alumni are contributing by giving valuable suggestions for the improvement of course content and in designing value added courses. They also provide financial assistance to financially weak students through Student Adoption programme.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association is the most vibrant supporting mechanism of our college. All the parents are invited to visit the campus on a day fixed for it and an orientation class is arranged for them. After the orientation class, a class wise PTA meeting is conducted where the parents can meet all the teachers. PTA is generously contributing towards the general development of the college. During the year 207-18, PTA has contributed for the installation of rainwater harvesting system.

6.13 Development programmes for support staff

A one day conference on service matter for the administrative staff of the college was organised during this year. Experts from outside the college lead the session. A training programme on student management software was organised during this year.

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

Several measures have been taken to keep our campus eco-friendly.

- All the trees in the campus are accounted and protected by putting tag bearing its botanical and local name.
- Cultivating vegetables in spare land following organic farming method.
- Butterfly Gardens are maintained in the campus under the initiative of Department of Zoology, NSS, NCC and Nature club.
- Environmental Day, International Earth Day are observed with various activities like planting of tree saplings, environmental quiz, essay writing, poster designing etc.
- The use of flex printed banners for programmes are discouraged and advised to use other materials which are eco-friendly.
- Incinerators are provided in the college women's rest area and hostel for eco-friendly disposal of sanitary napkins.
- Waste disposal units are established at various points inside the campus to avoid littering.
- Boards bearing messages about the importance of keeping the campus eco-friendly are placed inside the campus.

Criterion – VII

7. Innovations and Best Practices

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

1 Advanced Learners Programme: It is an innovation in the field of teaching and learning process. Highly ambitious students are identified by the mentors and special coaching is given in emerging and advanced areas of their interest. This programme helps the students to learn beyond curriculum and identify emerging areas of higher studies.

2. Peer Learning Programme: It is a noble venture to support the slow learners in the campus. Brilliant and socially committed students are identified by the mentors to act as leaders. Five to six students are allotted to each leader who in turn will teach the slow learners and report back to the mentor.

3. Student Adoption Scheme: In this scheme, the teachers will identify financially weak students who could not continue their education due to shortage of money, and inform the alumni who are ready to adopt a student for educational support. The alumni will deposit the entire money required for the completion of the programme with a bank account maintained with the Canara Bank. The teacher in charge of the programme will release the amount at the beginning of the year to the concerned student. At present 5 students are undergoing their education under this scheme.

4. Management Review Committee- a review committee constituted by the management visits the college to review its activities and to ensure quality enhancement and excellence.

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

- NAAC Peer team visited for reaccreditation on November 2017 and accredited with B++ Grade.
- A diary for recording various works done by teachers on campus was prepared and circulated among teachers. They were given necessary instructions for filling up details in the diary. These diaries are verified at the time of internal academic audit.
- Completed the extension of Library
- Four faculty members availed FIP under 12th plan of UGC.
- Orientation programme for newly enrolled students were organised separately on the basis of disciplines. Career Guidance and placement cell organised various personality development sessions.
- Coaching classes for bank test and PSC were organised. Around 60 students were actively participated in this process. 5 students got placement in various firms.
- All scheduled activities are conducted in accordance with the plan.
- Monitor the remedial classes of various departments.
- College hosted a National Paper Presentation Competition, All Kerala Inter Collegiate Fest for Commerce and Science students, All Kerala Fest for Higher Secondary students etc.
- Organised Workshops and Seminars on Research Methodology and Data Analysis in Social Science Research by the Research Department of Commerce.
- Various Community Welfare programmes like, Support to Asha Kiran, Support to Local Self Government, Blood Donation, etc. were organised
- Various student support programmes like student adoption scheme, alumni and retired staff sponsored scholarships, student enrichment programmes were started.
- Installed a water harvesting system with a storage capacity of 3 lakhs litres.
- Set up a language lab with 30 seating capacity.
- Various clubs and subject associations arranged number of activities during this year.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Campus to Community Programme

Goal of the programme:

The College is founded in the name of Kuriakose Mar Gregorios, our patron saint, who served the community with compassion. The founding fathers of the college established the college with the objective of changing the life of people by quality education. It also aims to serve the local community who didn't get the chance to get educated in this institution. Hence the campus to community programme of the college aims to enhance the standard of life of the poor people around Pampady Gram Panchayath.

Context:

Pampady is a rural area where majority of the population depends on agriculture and casual labour for their bread. An educational institution operating in such place without touching the lives of the poor is meaningless. Hence, the campus to the community programmes of the college are dedicated to poor neighbours.

About the Programmes:

The campus to community programme aims to uplift the quality of life of the people around the College. Keeping in mind this objective, the following activities are undertaken by different groups of students, teachers, alumni and PTA.:

Support to Ashakiran : Ashakiran, a palliative care unit, situated very close to the college, where old orphans are accommodated. The college is regularly supplying water for the use of inmates. Students and teachers of the college regularly visit Ashakiran, provide food items for them and also treat the patients with care. The students serving the poor orphans are found to be dedicated, compassionate and have developed a sense of commitment to the society.

Support to Local Self Government : Volunteers of NSS and NCC are very actively associating with all government projects undertaken by the Pampady Gram Panchayat. The volunteers have already undertaken three mega surveys for the Panchayat. The volunteers have undertaken a health survey in connection with Suchithva Keralam Project, a Socio Economic Survey of the Panchayat and a Financial Literacy Survey. The students are benefited by having a clear picture about the realities of life and developed their ability to deal with different kinds of people.

Financial Capability Centre: Department of Commerce conducted a Financial Capability Survey in Pampady Grama Panchayat and act as a Financial Capability Building Centre by organising various awareness programme regarding financial products and services to local people in Pampady.

Shelter for the poor- The NSS Unit of the college with the support of the staff has constructed a house for a poor student at a cost of Rs.500000

Renovation of the Thaluk Hospital- the student union of the college has organised a carnival in the college to raise the fund for the renovation of the OP counter of the hospital.

2. *Student adoption Scheme* – In this scheme the teachers will identify the financially weak students and inform the alumini who are ready to adopt a student for educational support. At present four students are undergoing their education under scheme.

7.4 Contribution to environmental awareness / protection

- Department of Zoology maintains medicinal and flowering plants in pots in front of the department.
- The campus is adorned with trees of different species most of them are flowering.
- NSS unit of the college habitually plant saplings at the places where special camps are conducted.
- Environmental Day is observed every year with planting of tree saplings and distribution of saplings among college community.
- NSS and Department of Economics initiated organic farming in the campus. The harvested pesticide free vegetables were distributed through auction inside the campus..
- Plantain, ginger, tapioca, etc are cultivated in the campus.
- The manure from Vermin-compost is utilized in the gardens. Excess manure is sold outside.
- Seedlings and saplings were planted in public places by the volunteers of the NSS unit.
- The college has a nature club, “The Earthians”, to create environmental awareness among the students and the faculty and to instil in them love and respect for nature.
- College has partially switchover to renewable energy
- The college has installed a Rainwater harvesting system to meet the water shortage.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p>Strength</p> <ul style="list-style-type: none">• Learning friendly peaceful academic environment.• Excellent student-teacher relationship.• Co-operative and committed parent-teacher association. <p>Weakness</p> <ul style="list-style-type: none">• Situated in rural area.• Very limited modern courses sanctioned by the Government. <p>Opportunities</p> <ul style="list-style-type: none">• Since the college is situated in rural area, opportunity to work with local community and can empower them.• Limited number of students in each classes, enhance better student-teacher relationship. <p>Threats</p> <ul style="list-style-type: none">• Since the college is situated in rural area, number of recruiting agencies approaching the college is very limited.
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8. Plans of institution for next year

<ul style="list-style-type: none">• Apply for new courses to the Government• Adopt more innovative practices in teaching and learning.• Extend the scope of campus to community programmes.• Provide more <i>additional skill acquisition</i> trainings to students.• Complete switch-over to renewable energy sources.• Set up a permanent exam hall for the smooth conduct of university exams without interrupting regular class and other activities of the college.

Name *Dr. Mini Joseph*

Name : *Dr. Sherly kurian*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC