

Annual Quality Assurance Report

2017-2018

Submitted by

Internal Quality Assurance Cell (IQAC)

GOVERNMENT COLLEGE ATTINGAL

Part – A

1. Name of the Institution : GOVERNMENT COLLEGE ATTINGAL

- Name of the Head of the institution : Dr. Thara G.S
- Designation : Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 04702622398
- Mobile no.: 9496249994
- Registered e-mail: govtcollegeattingal@gmail.com
- Alternate e-mail : gcaatlnaac@gmail.com
- Address :Attingal
- City/Town : Attingal
- State/UT : Kerala
- Pin Code : 695101

2. Institutional status:

- Affiliated / Constituent : Affiliated
- Type of Institution : Co-education
- Location : Rural
- Financial Status : UGC 2f and 12 (B)
- Name of the Affiliating University: University of Kerala
- Name of the IQAC Co-ordinator : Lt. Sunilraj N.V
- Phone no. : 9048771382
- Alternate phone no.
- Mobile: 9074508053
- IQAC e-mail address: gcaatlnaac@gmail.com
- Alternate Email address: sunilrajgoureesam@gmail.com

3. Website address: www.governmentcollegeattingal.in

Web-link of the AQARs:

2015-16 :

https://www.governmentcollegeattingal.in/images/pdf/aquar_final.pdf

2016-17:

<https://www.governmentcollegeattingal.in/docs/Annual%20Quality%20Assurance%20Report%2016-17.pdf>

4. Whether Academic Calendar prepared during the year?

: Yes. Not uploaded in the website

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.47	2015	from:2015 to: 2020

6. Date of Establishment of IQAC: 06th June, 2010

7. Internal Quality Assurance System

7.1 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
Feedback and suggestions from students, alumni and parents.	November to December 2017.	300
Conducting Departmental seminars.	September to December 2017.	200
More ICT enabled class rooms.	2017-2018	
Meeting of IQAC.		

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
Govt. College, Attingal	Centrally sponsored	RUSA	2018	50,00,000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

latest notification of formation of IQAC uploaded in the Website

10. No. of IQAC meetings held during the year: 4

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes

Minutes of meetings and action taken report uploaded

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)

- * Internal assessment and evaluation of students
- * Establishment of Bio Diversity Park
- * Proposal for Solar Panelling to ensure self sufficiency in power generation
- * Proposal to the Government for starting new courses
- * Organising seminars/workshops by every department of the college

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

Plan of Action	Achievements/Outcomes
To apply for new academic programmes.	The college has applied for programmes in M.A History, M.A English B.Sc, Physics, B.Sc Maths, B.A English, B.A Political science and awaiting sanctioning from the Government.
Procure funds (second instalment) from RUSA.	Received the Second Instalment of Rs.50lakhs.
Construction of a new library block.	Design and estimate submitted by the construction agency appointed by KIFBI
Specific section in the OERC to access e-journals and magazines.	Enabled specific section in OERC for accessing e-books and e-journals
To equip the college with necessary maintenance and	

infrastructure for additional quality.	The second phase of construction in Science block completed
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14. Whether the AQAR was placed before statutory body? Yes

Name of the statutory body: College Council Date of meeting: 26-04-19

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: 2018 Date of Submission: 2nd March, 2018

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

Scholarships

The Government of Kerala has introduced various scholarships awarded to meritorious students of outstanding performance in the education sector as well as to the students of socially and economically backward categories. The registration, management and admission of scholarships awarded by Higher Education Department of Government of Kerala is done through online mechanism.

Attendance Management

The attendance of teaching and non teaching staff of the college is taken using bio metric punching machine and the attendance so taken can be supervised by the management through online.

Evaluation of Students

Continuous Evaluation and Examination Management of students is done through the examination portal maintained by the University of Kerala. The portal works on a three tier mechanism of data entry and verification. Students progress and result analysis of each programme can also been done using various facilities available in the portal.

Maintenance of a common database

IQAC is maintaining a common database of the college by consolidating all documents received from various departments and teachers.

Part-B

Criterion 1 : CURRICULAR ASPECTS

1.1.1 Curriculum Planning and Implementation

1.1.1. Institution has the mechanism for well planned curriculum delivery and documentation.

Curriculum is developed by the University; teachers as members in various academic bodies of University have significant role in curriculum design and its implementation. Curriculum is imparted to the students as per the academic calendar prepared by the university. Class rooms are ICT enabled; fully furnished seminar hall facilitates vibrant academic discourses; students are encouraged to use online services such as e-journals, e-mail, on-line applications etc. Additional hours are being engaged by the teachers in Saturdays for the timely completion and revision of the syllabus. Teachers' diary is prepared by all the teachers for documenting the classes engaged by them.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year			
Name of the Certificate Course	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Diploma in Library and Information Science	October,2017	In libraries (Governmental and Non-Governmental)	Library assistant
Computerised accounting-Tally	June, 2017	In offices (Governmental and Non-Governmental)	Accounts Management
Diploma in Computer Application	July,2017	In offices (Governmental and Non-Governmental)	Office assistant

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year: Nil

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

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. Nil

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year) 2011					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year				
	Certificate	Diploma Courses		
No of Students	80	37		
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		
Advance Diploma in Automobile Engineering	July 2017	40		
Advance Diploma in Hospitality Management	August,2017	40		
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
M.SC		14		
M.A Economics		13		
M.Com		16		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) The feedbacks collected from all stakeholders are analysed separately using spreadsheet programme. The response obtained is evaluated and inferences are drawn. The results of feedback are informed in stakeholders meetings and suggestions are sought for corrective actions. Mechanisms for its implementation are initiated. Based on the feedback a Master Plan for the coming years is prepared with focus on the Infrastructure and Academic developments.				
Criterion II -Teaching-Learning and Evaluation				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year				
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled	
M.Sc	14	Centralised admission procedure done by the University. Many candidates applied for the programme has given first preference to our College.	14	
M.A Economics	19		19	
M.COM	16		16	
B.Sc	36		36	
B.A Economics	51		51	
B.A History	40		40	
B.Com	46		46	
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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	504	94	13	-	22

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
35	35	Internet Projector Interactive board	6	5	e-books and e-journals

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

The students of each class are assigned to two tutors under the existing tutorial system. The tutors are entrusted to mentor those students under their tutorship. Special mentoring programmes were also done during the tutorial hours with the main aim of the overall development of the mentees. The mentoring sessions help the student in better preparing for the interviews and to instil confidence in them. The Walk With a Scholar programme of the government of Kerala also goes in tandem with the students mentoring programme of the college. Under the WWS programme six students are under the guidance of a teacher who inspires him to achieve a good career and to become good citizens.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
90	15	1:6

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
35	35	2	2	10

2.4.2 Honours and recognitions 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
2017	Dr.D.V. AnilKumar	Assistant Professor	PhD from University of Kerala
2017	Dr.Vijila.V	Assistant Professor	
2017	Dr. Ratheesh K.Nair	Assistant Professor	
2017	,Dr.SeethaLeshmi	Assistant Professor	

2017	Dr.Lekshmi L	Assistant Professor	
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 Semester end examination, evaluation and declaration of results is made by the University as per the academic calendar published by the university.			
Programme Name	Programme Code	Semester	Date of declaration of results of semester-end examination
B.A Economics	150	VI	22-06-18
B.A History	140	VI	22-06-18
B.SC Polymer –Chemistry	88	VI	21-06-18
B.Com	159	VI	20-06-18
M.Com	590	IV	30-11-18
M.A Economics	550	IV	27-11-18
M.Sc Polymer –Chemistry	66	IV	22-11-18
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)			
Continuous internal evaluation of students is done as per the manner prescribed by the university. Continuous evaluation is done by giving due weightage to the semester attendance, assignments submitted, seminar presentation and the internal examination conducted by the college. The attendance of students is published on a monthly basis and it is monitored by the centralised monitoring committee for continuous evaluation. Likewise, the topics for assignments and seminars are given well in advance and necessary help is given by the respective teachers for its preparation and presentation. The responsibility of conducting internal examinations is entrusted with the internal examination committee headed by a teacher. They collect the questions from the respective teachers and conduct the examination in a centralised manner before 15 days from the commencement of the end semester examination. The valuation is completed within one week and the scores are informed to the students with the respective answer sheets. Then the continuous assessment marks is published with due weightage to attendance, assignments, seminars and internal examination. The aggrieved students, if any, can submit their grievances before the monitoring committee and the monitoring committee will do the needful according to the merit of the grievances. The college is dedicated to provide students with time-bound, transparent and efficient solutions for their examination related grievances. Then the continuous assessment marks are uploaded to the university website by the respective tutors in the primary level. It is the verified by Head of the respective department and approved by the Principal at middle and final level respectively. A Hard copy of the final mark list is taken from the website and the signatures of the students are obtained and then it is forwarded to the university.			
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)			
Academic calendar is prepared by university and the commencement of semester, internal evaluation, semester end examination is done as per the schedule given in the academic calendar. A copy of the academic Calendar is published in the notice board of each department for the information of the students and other stake holders. The college strictly adheres to the schedule prepared by the university for the conduct of continuous assessments, external examinations. The Arts festival, Sports Day, NSS Camps and Observance of other important Days is also done in the college as per the Schedule given by the university.			

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 weblink:

https://www.governmentcollegeattungal.in/images/pdf/PROGRAMME_WISE_COURSE_OBJECTIVES_-UG_AND_PG.pdf

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
66	M.Sc	14	13	93
550	M.A Economics	17	12	71
590	M.COM	14	12	85
88	B.Sc	30	15	50
150	B.A Economics	42	22	52
140	B.A History	39	17	44
159	B.Com	46	40	87

2.7 Student Satisfaction Survey. Nil

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 Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)	Three months	Nil	Nil	Nil
Total				

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(s)
Theoretical arsenals of modern chemistry		Department of polymer chemistry		22-10-2017 to 24-10-17
Five Day National Workshop on Data analysis in social science Research		Research and P.G Department of Commerce		24-10-2017to 28-10-17
Development Experience of Kerala- Problems, Prospects and Way Forward		Research and P.G. Department of Economics		15-09-2017 to 17-9-2017
Cash to Cashless Economy- Opportunities and Challenges		Research and P.G Department of Commerce		04-11-2017 to 6-11-2017
Language, Land and Environment- Contemporary Literary Issues		Department of Additional Languages		07-12-2017 to 08-12-2017
Cultural traditions of Kerala: an endeavour to revisit the forgotten episodes		Department of History		12-12-17 to 14-12-17
Sasthayan -2018		RUSA at College Level		6-3-2018 to 7-03-2018
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year; Nil				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre		Name		Sponsored by
EDClub, Govt. College, Attingal		E-COSS (Electronic Commerce Online Support System)		Govt. of Kerala
Name of the Start-up		Nature of Start-up		Date of commencement
3.3 Research Publications and Awards: Nil				
3.3.1 Incentive to the teachers who receive recognition/awards Nil				
State		National		International
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				
Name of the Department		No. of Ph. Ds Awarded		
Department of Economics		2		
Department of Commerce		2		
Department of Malayalam		1		
3.3.3 Research Publications in the Journals notified on UGC website during the year				

	Department	No. of Publication	Average Impact Factor, if any
National	Department of Economics	4	
	Department of Commerce	2	
	Department of Malayalam	1	
International	Department of Commerce	3	3.52

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

Department	No. of publication
Department of Economics	3
Department of Commerce	2
Department of Malayalam	1

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index ; Nil

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
1.Theoretizing the models of disability philosophical social and medical concepts – an empirical research based on existing literature	Shanimon.S S Rateesh K Nair	International Journal of Scientific and Research Publications	2014	1. INDEX COPERNICUS LONDON. 2. Open Access Research Database (OARD) 3.ORCID 4. GOOGLE SCHOLAR. 5.Scibe	University of Kerala. Government College, Attingal	11.

**3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)
Nil**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	3	28		
Presented papers		20		
Resource Persons		5		
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 co-ordinated such activities	Number of students participated in such activities	
Swatch Bharath Clean village-Green village	NCC NSS and Attingal Municipality	One Two	100 200	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year. Nil				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
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 coordinated such activities	Number of students participated in such activities
Swatch Bharath	NSS NCC	cleaning awareness campaign	02 01	100 40
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year :Nil				
Nature of activity	Participant	Source of Financial support	Duration	
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-To)	Participant
Project work		NIIST, Trivandrum HLL Trivandrum	April-June April-June	Post graduate students
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year; Nil				

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Perfect Honda		Training in Automobile Engineering	40
Uday Samudra		Training in Hospitality Management	40

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
6420600	6274595

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	14.77 acres	
Class rooms	25	
Laboratories	4	
Seminar Halls	3	
Classrooms with LCD facilities	2	
Classrooms with Wi-Fi/ LAN	34	
Seminar halls with ICT facilities	3	
Video Centre	1	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		3
Value of the equipment purchased during the year (Rs. in Lakhs)	3.93	

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
LIBSOFT	Partially	4.1	2005

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Values
Text Books	28943	6072065.19	881	690727.64	29824	6762792.83
Reference Books	744	393421.00	30	21279.35	774	414700.35
e-Books	Nil		Nil		Nil	Nil
Journals(Periodicals)	31	35020	Nil		31	35020
e-Journals	Nil		Nil		Nil	
Digital Database	Nil		Nil		Nil	

CD & Video	120	complimentary	8	complimentary	128	Complimentary
Library automation	Nil		Nil		Nil	
Weeding (Hard & Soft)	Nil		Nil		Nil	
Others (specify)	Nil		Nil		Nil	

4.3 I T Infrastructure

4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)
Existing	59	4	10	1	1	1	11	10Mbps * 2 connections
Added	2							
Total	61	4	10	1	1	1	11	10 Mbps *2

4.3.2 Bandwidth available of internet connection in the institution(leased line)

10mbps *2 connections

4.3.3 Facility for E-Content

Name of the e-content development facility;

Nil

4.3.4 E. Content developed by teachers such as E-Pathashala.CEC, SWAYAM other platforms etc.

Nil

Name of the teacher	Name of the module	Platform on which module is developed

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
1168000	1167880	5252600	5106715

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*)

Physical facilities

The physical facilities like Laboratories, Classrooms and Computers etc. are made available to all students admitted in the college. These facilities were also provided to governmental and NGOs for conducting various socially relevant programmes. The maintenance and the cleaning of the classrooms and the laboratories are done with by the non-teaching staff and in major cases the college goes for the support

from Public Works Department of Government of Kerala.. The college has adequate number of computers with internet facility and the utility software's distributed in different locales like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The central computer laboratory(OERC) with LAN connectivity is open for the students . The office computers which are also connected through the LAN is consisting of the office software making work easier and systematic are restricted to their use only and to the appointed office staff. The library is also provided with computers and they are loaded with the library software. The departments and the staff can make use of the computer system with internet at their seating places in addition that majority of the staff has their own laptops and the internet providing instruments. All the examination class rooms are equipped with CCTV cameras. The college website is hosted and maintained by CDit. The college also has the facility of Ladies Hostel which can accommodate 40 students.

Academic and Support Facilities

The academic support facilities like library, sports, NSS, NCC, Competitive examination cell etc. and the other platforms supporting overall development of the students is open to the all the students. Accession to library is permitted at the cost of the deposits as caution money. A provision of the budget for the library maintenance is made by the college management. The activities like fumigation and keeping library clean is done frequently by library staff. The sport department of the college is meritorious and some credit defiantly goes to the adequate infrastructure of this department consisting of the Indoor Hall, a well equipped gymnasium and good Ground which can be used by student, staff and the local community. The college has special programmes like Walk with a Scholar Programme, Scholar support Programme etc. to support the students. The college has tutorial system to address all the needs of the students. The PTA of the college functions in an organized manner and involves in all the activities of the college and gives necessary suggestions for further improvement both in academics and non academics. The College also has a policy to have an elected college union each year in which the representatives of the students are elected and it works under the super vision of staff advisor. The college union conducts different cultural activities on behalf of the college and promotes the talents of the students.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	No. of students	Amount in Rupees
Financial support from institution	PTA Endowments	07	7000
	Former Principals' Organisation	01	1000

Financial support from other sources

a) National	Suvarnajubilee Scholarship	23	230000
	C.H.Mohammed Koya Scholarship	05	25000
	Snehapoorvam scholarship	15	150000
	Central sector scholarship	10	100000
	Post metric scholarship	12	84000
	Mahindra Scholarship	19	190000

b) International

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
Walk with a Scholar	01-08-2013	90	Higher education, Govt.of Kerala
Remedial coaching	01.08-13	90	Higher education, Govt.of Kerala

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-2018	Career Guidance & Placement	120	40	15	98

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

Government College Attingal has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. College has separate committees and cells for monitoring and timely redressal of student grievances, prevention of sexual harassment and ragging cases. Each committee is headed by a teacher under the supervision of the Principal. Representatives of police officers, teachers, students and parents are there in the different committees. A notice board is displayed in each block mentioning the different administrative agencies to which such complaints can be lodged.

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
2	2	5days

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
			NIST Vidyadhiraja Higher secondary school	1 1	1 1

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
2018	06	B.SC POLYMER CHEMISTRY	POLYMER CHEMISTRY		M.SC POLYMER CHEMISTRY
2018	40	B.COM	COMMERCE		M.COM
2018	06	B. A HISTORY	HISTORY		M.A
2018	09	B.A ECONOMICS	ECONOMICS		M.A

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	02	37009049 and 37006106
SET	nil	
SLET	nil	
GATE	nil	
GMAT	nil	
CAT	nil	
GRE	nil	
TOFEL	nil	
Civil Services	College Level nil	
State Government Services	03	10067,103518,153911
Any Other (central Govt. Services)	01	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Football	College Level	55
Cricket	College Level	55
Kho Kho	College Level	20
100 m race	College Level	30
Relay	College Level	30
Light music	College Level	20
Oppana	College Level	20
Folk Music	College Level	20
Folk Dacne	College Level	25
Mono Act	College Level	12
Mime	College Level	12
Elocoution	College Level	12
Recitation	College Level	10

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) **NIL**

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

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

College creates a platform for the active participation of the students in the various academic & administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. The council of students is known as college union which is elected by students through parliamentary system of election. The college union is under the guidance of a teacher known as the staff advisor. The various members in the college union with the support of the teachers, non teaching staff, students, alumni and PTA conducts various cultural events which showcases the talents of students. The union also conducts various social activities such as blood donation, community projects, helping people in time of need etc. The composition of the college union is as follows:

1. Chairman
2. Vice chairman
3. General Secretary
4. Arts club secretary
5. Magazine editor
6. University union councillors (2 members)
7. Association secretary from each discipline
8. Class representatives (year wise)
9. Lady Representatives (2 members)

The college union elected for a year starts its function with the inauguration of the college union. Various cultural activities are performed in this event. The college union conducts arts festival for showcasing the talents of students and the winners of various events in college level performs in the university level with the active support of the college union. Likewise, Sports meet is also conducted in the college level for the nurturing the sports personalities. Film festival is also organised each year in which films of social importance and commercial nature are exhibited. Besides these the members of the college union actively participates in the academic programmes of college such as seminars, workshops, etc. The magazine editor of the college union with the help of staff editor and magazine committee publishes a magazine for every academic year which effectively visualizes and narrates the various programmes conducted by the college union and the college. The activities of the college union for an academic year officially come to the end with the conduct of the college day which is mainly meant to give merit award and to give adieu to the outgoing students. Even though the activities of the college union comes to an end at the end of the academic year, the members of the college union involves actively in student related matters and other developmental activities of the college till the next elected union comes into force.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): Yes

The Alumni Association of the college (Nostalgia) has a robust mechanism. It acts as a bridge between the former students, current students and authorities. The institute regularly interacts with the members of the alumni association and also organizes Alumni meet once in a year and collects the addresses of the Employers through the feedback given by the Alumni. Besides this each department of the college has a separate department alumni which also meets once in a year. The alumni are active in various developmental programmes and projects initiated by the College. The important events organized by the alumni associations are:

- Blood Donation Camp • Adoption of poor students • Dinner gathering • Creativity contests for students • Tea Meet. Merit Scholarships

5.3.2 No. of enrolled Alumni: **105**

5.3.3 Alumni contribution during the year (in Rupees) : **Nil**

5.3.4 Meetings/activities organized by Alumni Association : **Five**

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)

Decentralised Planning

Staff Council (SC) is the supreme authority for governance in the institution. The members consists of Principal, Vice Principal, IQAC Co-ordinator, Senior Superintendent, All Heads of the Departments and Nominated members of Staff Organisations. All the major policies and decisions were taken by this Staff Council. The Council meetings for planning and policy implementations are well structured as well as decentralised. Before attending the meetings, the members of the staff council should identify the major plans and projects for the future years by conducting department level meetings with all internal as well as external stakeholders. In the meetings the members will have to plan in advance their requirements and provide for its proper justification. The Heads of major departments ensure that all the projects are in accordance with the major heads as given in the plan document. At the staff council meeting all members act as the representatives of their stakeholders and present their requirements for the next planning period. Thus all the projects for the next planning period will be prioritised in the meeting and based on that a master plan document is prepared for the next planning period.

Department Level Research Monitoring Committees

As part of UG and PG curriculum of the University, each student of UG as well as PG will have to undergo an internship project in their respective disciplines. The Department of Economics and Commerce are the recognised Research centres of University of Kerala. To promote research among students and research scholars department level linkages are created with industrial partners so that the industries are ready to accommodate the students for successful completion of the project. Experts from various industries are also invited to present their views so that the students are able to get practical exposure to the existing theoretical base.

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):

- ❖ Curriculum Development: Curriculum design and development is done by the University of Kerala. Teachers of our college as members of Board of Studies are actively engaged in the various stages of curriculum planning, design and development. In the revision of syllabus done once in every three years majority of our teachers are actively participated and contribute their revisions as per the changing needs in the discipline.
- ❖ Teaching and Learning: Student centred teaching and learning process is implemented in the institution. Teaching is planned based on strict teaching plans and proper monitoring is done at various levels to ensure its proper implementation. Students are also continuously monitored and ensure their progress at different academic levels. Remedial coaching is also done for academically weaker students. Most of the teachers follow ICT enabled teaching in their classes.
- ❖ Examination and Evaluation: End semester examinations were conducted by the University of Kerala. University maintains strict academic calendar for the same and examinations are conducted

as per the pre fixed dates. Continuous evaluation is done course wise and each teacher in charge of a course has to evaluate the students based on definite criteria like attendance, assignments, seminars and test papers. Chances for improvement in the internal examinations are also included in the programme. To monitor the fairness of evaluation a college level monitoring committee for CBCSS was also functioning at the college level. There are higher order committees at the University level for settling complaints and grievances of students.

❖ **Research and Development:** Students undergoing the UG programme will have to complete and submit a mini project as part of their curriculum. To ensure smooth conduct of such projects, the various departments maintain external linkages with institutions in the nearby areas of the Colleges. Experts from such institutions are invited in various seminars conducted in the college and through which students have given the chance to maintain a good rapport with them. In PG degree programme also students will have to complete and submit projects based on a selected problem. Strict adherence to research methodology is being followed and students of PG classes were given workshops focussed on Research Methodology. Majority of the teachers are active in research and most of them have PhD as their higher academic qualification. The department of Commerce and Department of Economics are the approved research centres of University of Kerala. 16 students are undergoing their research in various subjects in Commerce and Economics in the departments. Continuous workshops are organised at the department level to promote research capabilities of teachers as well as students.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**
Library as a learning centre is efficiently functioning in the college with a collection of more than 30000 books in different disciplines. The accession of books from the library is automated through LIBSOFT software. OPAC is also installed for proper search of required materials from library. Separate sections are also constituted for reference, general reading, e-journals, INFLIBNET etc. As the existing library is having limitations with regarded to space, a new library block is designed and get approved from the Government Using KIFBI funds and the construction is going to start by the next academic year (2018-19). We hope that by 2020, the college will have great proud to have a high tech library building that serves the total academic needs of the student and teacher community. The college has a well developed infrastructure with different blocks span over the area of 13 acres. Spacious class rooms with modern equipments are provided in each department. To ensure proper function of laboratories, the college plans to install solar planning in major blocks using second instalment of RUSA funds.

❖ **Human Resource Management:**
Well planned and decentralised human resource management practices are strictly followed to ensure the optimum use of human resources available within the organisation. Students have given prime importance as the beneficiaries of the institution in evaluating the quality of human resources. Their feedback forms the basis of human resource planning. In the second level department meetings are organised on continuous basis to monitor the progress of teaching learning and other academic activities. Absences of teachers are adjusted in advance and ensure compensation classes if required. Thus proper mechanism to get the maximum contribution from each and every teacher is ensured. The Office doing administrative works of the college is also functioning based on division of work and each clerk and supporting staff are given specific jobs and ensure its completion through internal checks at higher levels.

❖ **Industry Interaction / Collaboration**

The Polymer Chemistry department of this college has linkage with Hindustan Life Care Ltd. Students are undergoing internship project at Hindustan Life Care Ltd and required to submit the internship report to University of Kerala. Likely the Economics and Commerce Departments have linkages with industries nearby and students are undergoing their internship project with their prior permissions. Entrepreneurship Development Club is also functioning in the College with direct linkage with Taluk Industries Centre, which organises workshops and seminars to club members enabling them start their own enterprises. The certificate courses offered by the community college scheme of UGC introduced during XII plan period has linkages with M/S/ Perfect Honda and M/S Uday Samudra for the courses like Advance Diploma Course in Automobile Engineering and Advance Diploma Course in Hospitality Management.

❖ Admission of Students Admission of students is centrally managed by the University of Kerala strictly by following the reservations norms for admission. The Central Allotment Process of the University maintains transparency in all levels to ensure true and fair conduct of admissions in affiliated colleges.

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

❖ Planning and Development :
The plans are prepared at various levels and consolidated master plan is prepared and submitted to the Director of Collegiate education through DDFS (Digital Document File System). Infrastructure and Academic master plans were also prepared and submitted to Government of Kerala through the proper channel for availing plan fund allocations. These plans were also submitted through DDFS portal.

❖ Administration: For selecting vendors during a particular plan period, e-tender facility is used. Also geo tagging is done to completed projects done using RUSA funds. Thus all projects completed in the institution are visible to all stakeholders.

❖ Finance and Accounts: Public Financial Management System (PFMS) is the portal through which all UGC and RUSA funds were routed. Using this system payment to vendors are made by using Payment slips generated using this portal. All inflow and outflow of funds is entered through PFMS

❖ Student Admission and Support: Student admission to all affiliated colleges under the University of Kerala is done through Computerised Central Allotment Process which ensures 100 per cent transparency in admission process. Various grants to eligible students were also initiated through the e-Grants portal of Government of Kerala. Students who are eligible for such grants are automatically entered in to the portal at the time of admission itself.

❖ Examination: Registration to Examination, Allotment of Centres, and result publications were done in the university examination portal. Students, Teachers and college office are having access to such portal using their authorisation ids and security passwords. Facility for result analysis within the colleges and among colleges can also be done using the features of the portal

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 NIL

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

6.3.2 Number of professional development / administrative training programmes organized by the College

for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017	Theoretical arsenals of modern chemistry		22-10-2017 to 24-10-17	30	
	Development Experience of Kerala-Problems, Prospects and Way Forward		15-09-2017 to 17-9-2017	25	
2017	Five Day National Workshop on Data analysis in social science Research		24-10-2017to 28-10-17	70	
2017	Cash to Cashless Economy- Opportunities and Challenges		04-11-2017 to 6-11-2017	30	
2017	Language, Land and Environment- Contemporary Literary Issues		07-12-2017 to 08-12-2017	40	
2018	Sasthayan 2018	Sasthryatan 2018	6.03.2018 to 7.03.2018	35	25

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	Date and Duration (from – to)
Refresher Course on Human Rights	02	13/06/17 to 03/07/17
Refresher Course on Renewable Energy Studies	01	09/08/17 to 29/08/17
Orientation Programme	01	02/11/17 to 29/11/17
Refresher Course on Environmental Science	01	09/01/18 to 29/01/18
Refresher Course on Economics	01	01/02/18 to 21/02/18
Orientation Programme	01	01/03/18 to 28/03/18

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
35	35	20	23

6.3.5 Welfare schemes for

Teaching	Co-operative Society, Rest Rooms, Health Club, Retiring Rooms, Water Points, Canteen
Non teaching	Co-operative Society, Rest Rooms, Health Club, Retiring Rooms, Water Points, Canteen
Students	Co-operative Society, Merit Award by PTA,

	Scholarships of Government, Rest Rooms, Health Club, Retiring Rooms, Water Points, Canteen, Hostel Facility
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6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly.

Internal check system is adopted in the institution in financial management and resource mobilisation through cross checking of such files at different stages. The transactions created at the lower levels are verified at the middle level and at last at higher level. The Head Accountant is entrusted with the monitoring of financial matters in general. In plan fund mobilisation and its utilisation, the section clerk is responsible for maintaining proper upkeep of accounts and other related documents. The orders and proceeding generated at the clerk level will be verified by head accountant and Senior superintendent and at last approved by the principal.

External financial auditing is regularly done by the audit section of Director of Collegiate Education on all plan fund matters and A.G audit is also periodically done on non-plan funds. Audit is being done for a span of 4-7 days. At the time of auditing, proper verification of each and every financial record is done and objections are noted and directed for corrections. Such audit objections, if any, will be reported to the responsibility centre and directed them to make necessary corrections.

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/ Grants received in Rs.	Purpose
PTA		

6.4.2 Total corpus fund generated : Nil

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	RUSA	Yes	IQAC
Administrative	yes	DC, AG	Yes	IQAC

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

1. Meritorious students are given cash awards regularly
2. Initiate active support in opening of College Hostel
3. Local maintenance of college infrastructure
4. Active involvement in academic activities like introduction of new courses etc.

6.5.3 Development programmes for support staff (at least three)

1. Training on PFMS
2. Training on DDFS
3. Training for CAMS
4. Training for E-grants

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

1. Applied for new programmes and initiate active steps at various levels.
2. Prepared a Master Plan for a hi-tech library block and submitted for approval.

3. Actively engaged in the functioning/opening of Ladies hostel.				
4. Promoted research by encouraging all faculty to register for PhD.				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No				
d. NBA or any other quality audit : No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017	Teachers Diary	1 st June,2017	1 st June,2017 to 31 st March,2018	35
	Feed Back from students	September, January, and March	At the end of each semester	All students
	Awareness Classes	July,2017	8 th July, 2017	55

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-to)	Participants	
		Female	Male
Gender equality and language lab	24-11-17 to 26-11-17	60	
Food Festival	06-03-2108	400	200

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

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

Proposal has been submitted for the erection of solar power which will meet the power requirement of the whole college.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	No	
Ramp/ Rails	3	2
Braille Software/facilities	Yes	
Rest Rooms		
Scribes for examination	5	5
Special skill development for differently abled students		
Any other similar facility(wheel chair)	Yes	2

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year.

Year	Number of	Number of	Date and	Name of the	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community	duration of the initiative	initiative	addressed	participating students and staff
2017	1	1	One Month	Orupidi Ari	Palliative Care	650

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders : Nil

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics. Nil

Activity	Duration (from-----to-----)	Number of participants

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

Bio diversity park, plastic free campus, water coolers for refilling water bottles, tree plantation, using wash cups and plates instead of disposable plates

7.2 Best Practices

BEST PRACTICES -1

1. The Title of the Practice

Centre for Adult, Continuing Education and Extension (CACEE)

2. Goal

The Programme has been implemented in the college as a unit of the Centre for Adult Continuing Education of the University of Kerala. It aims at imparting job oriented short term certificate and Diploma courses to the needy and poor people of the locality where the college is situated. Those who are constrained to stop their regular studies due to domestic or personal problems can make use of these courses.

3. The Context.

Inspite of being educated, the population in and around the college is unemployed due to lack of professional and technical skills. The career oriented short-term and medium-term courses will be of much use for developing technical skills of unemployed youth. It was in such a background that the college applied for starting a Centre for Adult, Continuing Education and Extension affiliated to the University of Kerala. The College Staff Council approved the proposal as the courses offered under the scheme have immense job opportunities for the backward and poor students of the locality. The career oriented courses have standard guidelines, syllabus and curriculum

have been approved by the University of Kerala and the Kerala Public Service Commission.

4. The Practice

The courses offered are Diploma in Computer Application, Certificate Course in Library and Information Science, Certificate Course in Computerised Accounting. 40 students are admitted for each course on a first come first serve basis. After the completion of regular studies, examinations are conducted and certificates are issued by the University of Kerala.

5. Evidence of Success.

The Centre for Adult, Continuing Education and Extension courses were started in this college in the year 2004. With the completion of a decade, nearly 2000 students have been enrolled and completed their programme. The success of this programme is evident from the fact that majority of the students have been placed in various institutions in Kerala and abroad. The courses thus got much popularity and in the last two batch of Library and Information Science, even students from distant districts like Kottayam and Thrissur sought admission in the Centre.

6. Problems Encountered and Resources Required.

A major problem facing the centre is the lack of a full-fledged administrative and academic block of its own and the lack of a well equipped computer lab. Though the courses offered are autonomous 35% of the course fee has to be remitted to the University of Kerala. The remaining amount has to be used for faculty payment and other expenses. Hence the fund accumulated through years will not be sufficient to provide new facilities.

7. Notes

The unit is functioning as an active participant in the developmental activities of the college. The CACEE unit constructed a bore well in the college using the funds derived from the course. In addition to that the CACEE unit has provided financial assistance to the P.G. Department of Economics for the up gradation of the department in to a Research Centre. During 2012-13, an amount of Rs. 30000/- was provided to the P.T.A. for initiating electrical and plumbing works of the College. In the academic year, 2013-14, fifty chairs were purchased and issued for the furnishing of the renovated College Auditorium. In 2015-16, Rs.25,000/- was given to PTA in connection with NAAC accreditation works.

8. Constitution

Dr. THARA G.S., PRINCIPAL : CHAIRMAN

PROF. SUNIL S. : CO-ORDINATOR

BEST PRACTICES -2

1. Title of the Practice

Student Attendance and Progress Management Information System (SAPMIS)

2. Goal

To inform the parents and students regarding the daily attendance and continuous progress of students in curricular and extracurricular activities.

To settle the grievances of students and parents regarding the Continuous Assessment for each course at the inception itself.

3. The Context

Through the implementation of CBCSS in affiliated colleges at UG level and CSS in the PG level, all teachers are required to maintain the attendance and progress of each candidate to assess their continuous progress on different components like attendance, seminar, class tests, assignments etc. This information seems to be scattered and known only to the teacher concerned. In order to ensure transparency in these information, a simple method of information sharing system was initiated to communicate onetime information to parents and students through the existing tutorial system.

4. The Practice

In the new information era, all parents as well as students are having mobile phones especially smart phones. The tutor in charge of certain number of students collects the mobile numbers of students and parents under his tutorship and groups are created for general and specific communication. Daily attendance of each and every student is communicated using messages or whatsapp posts. The same is sent to both parents as well as students.

Parents can also communicate to the mobile of concerned teachers for requesting leave, complaints regarding the existing teaching-learning process. The results of continuous evaluation of students also will be made available through this information system to all.

5. Evidence of Success

After implementing this information system, students and parents very well know the components of Continuous evaluation, and monitor and manage these at college and home in order to score more in Continuous Evaluation. This system also reduced the grievances from the part of students and teachers regarding the existing Continuous Assessment Procedure through transparency.

6. Problems Encountered and Resources Required

No problems were encountered so far.

7. Constitution

Dr. THARA G.S, Principal	: Chairman
Sri. SUNIL RAJ N.V	: Database Administrator
All Heads of Department	: Programme Implementers
All Tutors	: Transaction Processors
All parents and selected students are in the advisory committee of this SAPMIS	

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
[weblink
https://www.governmentcollegeattingal.in/images/pdf/INSTITUTIONAL_DISTINCTIVENESS.pdf](https://www.governmentcollegeattingal.in/images/pdf/INSTITUTIONAL_DISTINCTIVENESS.pdf)

The vision of Government College Attingal is to build a society with clarity of vision, empathy and socialisation skills. The distinctive feature of Govt. College Attingal is that majority of our students are girls coming from financially and socially backward communities. Around 90 percentage of students enrolled in various courses are girls with high meritorious achievements at plus two levels. At UG level the college offers 4 courses like BA Economics, BA History, B.Com and B.Sc. Polymer Chemistry. Various ranks in Examinations conducted by the University of Kerala are being secured by our girl students. In 2013, Ansa S. won first rank in M.Com. from University of Kerala; from 1996 onwards, the B.Sc. students are continuously securing top ranks in Polymer Chemistry. In M.Sc. Polymer chemistry also, the girl students are continuously securing top ranks. To empower them, the college has a well functioning Women Cell that act as a central organisation for offering equal opportunity for women development. Various functions were organised under the auspicious of this cell like counselling, awareness programmes, training etc. The infrastructure of the college is also specifically designed for meeting the needs of our girl students. Separate amenity centres are built in all blocks with modern

equipments. A Womens' Hostel is also well functioning within the campus to accommodate students coming from distant places. Entertainment and Educative programmes like College radio is also being operated and managed through girl students of the college. Thus, girl students play a significant role in the overall development of the College. The College also gives preferences to girl student needs at the time planning to implementation of various projects. The Women Cell of the College maintains rapport with outgoing students and career guidance support is also offered to them. The progression of girl students is properly documented by the Women Cell.

8. Future Plans of action for next academic year (500words)

Apply for courses

The college has sufficient infrastructure to accommodate more number of courses at U.G. and P.G. level. The newly constructed History Block and the second stage extension to the existing science block can accommodate at least 3 U.G. courses and three P.G. courses. The council decided to apply for affiliation to M.A (History), M.A (Political Science), M.A. (English), B.Sc. (Maths), B.Sc. (Physics) and B.A. (Political Science)

Workshops and seminars

As per the master plan all major departments will organise workshops and seminars of contemporary relevance to their respective discipline

Study tours

The UG/PG departments having industrial visit cum study tour as part of their curriculum should conduct study tours.

Internal evaluation/assessment

The system of continuous assessment will be monitored at all levels through IQAC.

More smart classrooms

In the infrastructure master plans decided to include more smart rooms for the benefit of students.

More scholarships

College level Alumni associations are taking initiatives to provide more number of financial scholarships to eligible students.

Industrial linkages

More industrial linkages will be developed to foster research among P.G. and U.G. students of this college.

Student satisfaction survey

Student satisfaction Survey as per the guidelines of NAAC will be administered.

Feedback from all stakeholders

Feedback from parents, alumni, students and teachers will be collected and analysed for necessary actions.

Rusa fund

Actions will be taken for sanctioning the second instalment of RUSA fund which is proposed to utilise for the installation of solar panels in main block and science block.

Library block

Proposal is submitted to KIFBI for the construction of a Hightech Library Block in the college for which master plan is prepared and submitted to Govt.of Kerala.

History block

The construction of History block is in progress and will initiate steps to complete the project in the next academic year.

Centre for Continuing Education Kerala (CCEK)

The demand for short term job oriented courses are more in the Attingal region and hence decided to apply for opening the Centre for Continuing Education Kerala (CCEK) with courses like logistics management.

Participation in cultural activities at University Level

More number of students will be encouraged to participate in the cultural activities in the university level.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

GOVERNMENT COLLEGE, ATTINGAL

IQAC

2017-2018