



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		T.M. JACOB MEMORIAL GOVERNMENT COLLEGE
Name of the head of the Institution		Dr Mercy Joseph
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0485-2252280
Mobile no.		9447792427
Registered Email		gcmanimalakunnu@yahoo.co.in
Alternate Email		mercyfed@gmail.com
Address		Oliyappuram P.O
City/Town		Koothattukulam
State/UT		Kerala
Pincode		686662
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Roy Scaria
Phone no/Alternate Phone no.	918304079505
Mobile no.	8304079505
Registered Email	iqacCOORDINATORgcm@gmail.com
Alternate Email	royscariath@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/15e01G98k8_tyIb15xExWrIwBo7SglY7q/view?usp=sharing
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://drive.google.com/file/d/1Z9Z0fmRp8O8QrmGh08HWWSgi0rBFCOZ4/view?usp=sharing

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.44	2018	02-Nov-2018	01-Nov-2023

6. Date of Establishment of IQAC

03-Jun-2008

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Prepared and submitted a	01-Jun-2020	546

proposal for financial assistance to establish a recording studio and six high tech classrooms under the Rusa Fund, and the proposal has been approved	7	
Conducted an orientation programme for non teaching staff on	13-Mar-2020 1	19
Conducted a lecture on Assessment and Accreditation: The New Methodology	07-Mar-2020 1	32
Processed placement/promotion applications of teachers	20-May-2020 3	2
No Files Uploaded !!!		

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
State Government of Kerala	Plan fund	Kerala state	2020 365	1821087
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Processed placement applications of teachers

Conducted a lecture on Assessment and Accreditation: The New methodology, to teachers of our College.

Conducted an orientation programme to non teaching staff on How to Plan and Speed up generating services

Proposals submitted for starting a recording studio, and six high tech classrooms under the RUSA Fund, and the proposal has been approved.

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

Plan of Action	Achivements/Outcomes
To Register the Alumni Association formally	Alumni Association has been formally registered.
To Strengthen E-learning facilities	Proposals have been submitted for establishing a recording studio and fully IT enabled classrooms with recording facility and the same has been approved by the RUSA SPD of Kerala state.
Improve Infrastructure facilities	The proposals for constructing an academic block has been finalised and obtained administrative and financial sanction. Proposals have been submitted and approved for the the construction of additional toilets to boys, girls with facilities for differently abled and transgenders. Proposal for constructing a canteen building has also been approved under the RUSA Scheme of Funds.
To strengthen the activities of various clubs and associations.	Various clubs and associations organised different programmes.
To take effective steps towards creating environmental awareness among students	Conducted programmes of tree planting, cleaning programmes etc. in the campus.
To increase the number of placements	Many Commerce students got placements in different Cooperative banks.
Improve infrastructure and building	A counseling and mentoring Center named "Jeevani" was started and a lady psychologist was appointed to serve students, if they are in need of Councelling. Tutorship and mentoring system improved

To Improve the academic output of the college.	University examination result improved. First, Second, Third and Fourth rank for M.Sc Pharmaceutical Chemistry First Rank for B.Com Cooperation model 1 Second and seventh Rank for B.A English model 3 and Second Rank for B.A Malayalam model 2.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College council</td> <td style="text-align: center;">23-Jan-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College council	23-Jan-2021
Name of Statutory Body	Meeting Date				
College council	23-Jan-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	21-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Staff attendance is recorded electronically through biometric punching. The Institution follows traditional MIS in all other areas. Registers are used to record student admission details, attendance, marks of continuous evaluation, fee remitted, purchase details and so on.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college has been following the syllabus and curriculum prescribed by the Mahatma Gandhi University, Kottayam. Choice based credit and semester system (CBCSS) is followed in the UG and CSS in the PG level. Several teachers who are members of Board of Studies, in different subjects, of the Mahatma Gandhi University, other universities, and autonomous college, contribute to the syllabus and curriculum preparation. The Postgraduate syllabus is in parity

with UGC-NET/GATE examinations and students who frequently clear these examinations. The college follows the academic calendar published by the Mahatma Gandhi University (MGU). Faculty members participate in Orientation Programmes and Workshops organized by university and government of Kerala for the effective implementation of curriculum to enhance academic skills. Projects like Additional Skill Acquisition Programme (ASAP), Walk With the Scholar (WWS), Scholar Support Programme (SSP), etc. are introduced, by the Government of Kerala, for the students. At the beginning of each academic year, department councils are convened to take decisions on distributing or assigning workload of different courses to be taught by each member under each Programme among the members of the faculty. It finalizes departmental timetable in tune with the Master timetable. Workload division and course assignment are based on the guidelines issued by UGC, the University, and specialization of faculty members.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Business correspondent and business facilitator	Nil	10/08/2019	Nil	Employability	Skill Development
ASAP Foundation Module	Nil	12/06/2019	Nil	Employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	English (Model III)	Nil
BA	Malayalam (Model II)	Nil
BA	Economics (Model 1)	Nil
BSc	Physics (Model I)	Nil
BSc	Chemistry (Model II)	Nil
BCom	Cooperation	Nil
MSc	Pharmaceutical Chemistry	Nil
MCom	Finance and taxation	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English (Model III)	Nil
BA	Malayalam (Model II)	Nil
BA	Economics (Model 1)	Nil
BSc	Physics (Model I)	Nil
BSc	Chemistry (Model II)	Nil

BCom	Cooperation	Nil
MSc	Pharmaceutical Chemistry	Nil
MCom	Finance and taxation	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
0	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	English (Model III)	20
BA	Malayalam (Model II)	22
BA	Economics (Model 1)	35
BSc	Chemistry (Model II)	16
BCom	Cooperation	48
MSc	Pharmaceutical Chemistry	11
MCom	Finance and taxation	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Google forms are prepared and send to various stakeholders such as students, parents, teachers, employers and alumni to gather their opinion about the employability and effectiveness of the present curriculum of various programmes which are being taught in our college. These Google forms are available and open in our website www.tmjmgcm.ac.in too. As ours is an affiliated college, the college has no direct involvement in designing the curriculum except prompting Board of studies concerned and academic council of the University. We have representation in Board of Studies of Three subjects, UG Hindi and UG Physics and PG Political Science. The feedback received from different groups</p>

of stakeholders was discussed by a team of faculty members and Academic Committee of the college. The students and alumni group complained about the limited number of courses and seats available in different courses. Also students had concern about the employability of some programmes like B.A Economics. Steps have been taken for giving representation for sanctioning additional programmes and more seats to the University and Government as per rules. As per the above, decision has been made to apply for additional seats to B.Sc Physics, B.Sc Industrial Chemistry and M.Sc Pharmaceutical Chemistry. The sanctioned strength of BSc Physics and BSc Industrial Chemistry has been increased from 20 to 36 and of MSc Pharmaceutical Chemistry has been hiked from 12 to 20. Further, priority has been given to apply for new generation M. Sc Physics and M.A Econometrics Programme for ensuring and enhancing employability of Physics and Economics students. In the matter of feedback on curriculum, the Academic Committee periodically convenes meetings and discusses issues iterated from such stakeholder feedbacks and act on remedial measures for improvement.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English (Model III)	24	Nil	23
BA	Malayalam (Model II)	24	Nil	24
BA	Economics (Model 1)	40	Nil	40
BSc	Physics (Model I)	20	Nil	19
BSc	Chemistry (Model II)	20	Nil	19
BCom	Cooperation	50	Nil	50
MSc	Pharmaceutical Chemistry	12	Nil	11
MCom	Finance and taxation	15	Nil	15

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	493	53	22	1	16

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
39	37	11	22	22	22
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

In the very beginning of every academic year, class tutors are appointed from among the faculty members as mentor for each class. This is a joint decision of the faculty members in the respective departmental committee. Tutors take at most care to the activities of students both inside and outside the classroom. They are always ready to look into the needs, requirements and grievances of students. Every teacher has undertaken tutorial work for a small batch of 15 to 25 students 15 for science and 25 for Economics and Commerce students. Each student meets the tutor at least once in a week. Usually, on Fridays, special time is allotted for tutorial. However, tutors are always available for the academic and psychological needs, if necessary. Interactive sessions, seminar, spoken English class etc. were arranged during that hour. The students were provided with career guidance classes as it enabled them to choose suitable career from the available opportunities. Students cleared their doubts regarding the respective topics and participated with great interest. Class tutors provide guidance to all students to complete their assignments, projects, laboratory activities, on job training and further tutors monitor and regulate the academic activities of students. Class PTAs are conducted in each semester after the evaluation of internal examination. Class tutors have coordinated the PTA meeting of each classes and all the faculty members are present at the time of PTA to discuss the strengths, weaknesses and propose remedial measures that have to be taken from both teachers and parents side to support the children. We have decided to start a counselling unit under a learned psychologist inside the campus itself at the earliest to give scientific counselling to the needy students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
546	39	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	39	1	2	18

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Bindu G Nair	Assistant Professor	Ph.D
2019	Sheeja T.K	Associate Professor	Ph.D
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BA	English (Model III)	VI	05/06/2020	13/08/2020
BA	Malayalam (Model II)	VI	05/06/2020	13/08/2020
BA	Economics (Model 1)	VI	05/06/2020	13/08/2020
BSc	Physics (Model I)	VI	05/06/2020	13/08/2020
BSc	Chemistry (Model II)	VI	05/06/2020	13/08/2020
BCom	Cooperation	VI	05/06/2020	13/08/2020
MSc	Pharmaceutical Chemistry	IV	24/07/2020	Null
MCom	Finance and taxation	IV	06/07/2020	Null
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

An Internal Examination Committee functioning in the institution headed by the convenor and with members representing each teaching department ensures smooth conduct of the internal examinations. Internal examinations are conducted twice in a year at the college level i.e., for the odd semesters as well as the even semesters. Information about the internal examination is conveyed well in advance to the students through notices, classroom announcements and noticeboard displays. Besides the college level internal assessment examinations, various assessment and evaluation programmes like class tests, assignments, seminars, practical examinations etc are also undertaken at the department level. These assessment and evaluation programmes help the institution to continuously assess the students and track their progress so as to identify slow and advanced learners. Remedial classes and special classes are conducted whenever necessary to address the problems of slow learners. Class wise PTA meetings are convened post evaluation to jointly review the performance of all the students so that appropriate coordinated strategies can be evolved to improve their performance.

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

The academic calendar containing the tentative dates of the various activities is prepared and uploaded in the college website. The college is affiliated to Mahatma Gandhi University, Kottayam and therefore its academic calendar is also prepared in tune with and akin to the directions of the University. The commencement of classes and the dates of the university examinations for odd and even semesters are given as per the university examination calendar for the year. Every year, the college organizes seminars in different subjects. The anticipated dates of the proposed seminars are included in the academic calendar. The proposed dates of internal examinations for odd and even semesters and class PTA meetings are also included. The important dates to be observed are also mentioned. The Academic Committee consisting of the Principal, Vice Principal and Heads of the Departments monitors all the academic activities of the college. The committee ensures that the academic calendar is strictly followed throughout the year. The academic calendar helps the teachers

as well as the students in planning and preparing for various academic activities of the college and eventually it becomes the academic planning document.

2.6 – Student Performance and Learning Outcomes

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

http://tmjmgcm.ac.in/?page_id=439

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA English (Model III)	BA	English	20	15	75
BA Malayalam (Model II)	BA	Malayalam	20	8	40
BA Economics (Model 1)	BA	Economics	35	24	69
BSc Physics (Model I)	BSc	Physics	15	8	53.33
BSc Chemistry (Model II)	BSc	Chemistry	16	10	62.5
BCom Cooperation	BSc	Cooperation	46	37	80.43
MSc Pharmaceutical Chemistry	MSc	Pharmaceutical Chemistry	11	Nil	Nil
MCom Finance	MCom	Finance and taxation	15	Nil	Nil

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2.7 – Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLSd9lMmSAunarp4atbUZlB0KU08GaLtnZmsG3wiG6GKJizrlvw/viewform?vc=0&c=0&w=1&flr=0&usp=mail_form_link, <https://docs.google.com/spreadsheets/d/1jhiz6BrShvU6lxeEVFqMzXorsdGCH9HeHSz-fUqMM3A/edit?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Nil	61	ASPIRE SCHOLARTSHIP	0.1	0.1
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Innovative Ideas on Crystallography and Powder XRD Analysis	Physics department	25/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	Nil	0	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics	4	0
International	Physics	3	0
International	Chemistry	2	0
International	Mathematics	1	0
International	Commerce	1	4.6
International	Physical Education	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
0	Nil

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Band structure and diode characteristics of transparent pn-homojunction using delta fossite CuInO ₂	Bindu G Nair	Journal of Physics D: Applied Physics	2020	Nil	Thin Film Research Lab, U.C. College, Aluva, Kerala, India	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Al doping for Al doping for bipolarity induction in transparent conducting CuInO ₂ and its application in diode fabrication	Bindu G Nair	Materials Science and Engineering B: Solid-State Materials for Advanced Technology	2020	3	Nil	Thin Film Research Lab, U.C. College, Aluva, Kerala, India
Band structure and diode characteristics of transparent pn-homojunction using delta fossite CuInO ₂	Bindu G Nair	Journal of Physics D: Applied Physics	2019	3	1	Thin Film Research Lab, U.C. College, Aluva, Kerala, India
Calcium incorporated copper indium oxide thin	Bindu G Nair	Thin Solid Films	2020	3	Nil	Thin Film Research Lab, U.C. College,

films - a promising candidate for transparent electronic applications						Aluva, Kerala, India
Image Segmentation using a Fuzzy Roughness Measure	Sheeja T.K	International Journal of Engineering and Advanced Technology (IJEAT)	2019	1	Nil	Department of Mathematics, T.M. J.M.Govt. College, Manimalakunnu, India.
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	50	12	1
Presented papers	6	8	Nil	Nil
Nil	1	2	1	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NCC Fest AAVEG 2019	NCC	5	300
JeevithashailyRoganirnya Camp (Lifestyle disease identification camp)	NCC Association with Malabar Gold and Diamonds and Kerala SamuhyaSuraksha Mission	2	118
Blood Donation Camp	NSS and NCC in association with Amritha Hospital, Kochi	3	118
Swatchhatha Pakhwada	NCC Sub-Unit Manimalakunnu	2	73
NSS Seven days Camp	NSS Units	15	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Guard competition	18 Kerala battalion NCC Muvattupuzha first prize	18 Kerala battalion NCC Muvattupuzha (Army)	12
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	NCC Sub-Unit Manimalakunnu	Tree Saplings Distributed	1	150
Health Check-up	NCC, Malabar Gold, Samoohyas uraksha Mission, Kerala	Free Health Check-up	1	118
NCC Camp Piravom	NCC, 18 Kerala battalion Muvattupuzha	Guard Competition Winner	1	8
Yoga Day	NCC Sub-Unit Manimalakunnu	Yoga Training For Students	1	108
Anti-Narcotics Day	NCC Sub-Unit Manimalakunnu, Excise Department	Poster Designing For Students	1	122
Childrens Day	NCC Sub-Unit Manimalakunnu	Distribution Of Study Materials	1	108
NSS seven Days Camp	NSS units and Gram Panchayath, Thirumaradi	Waste Management, Water source Cleaning	15	100
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research Guidance at Govt. College, Kottayam (Candidate Subha P.P)	Dr Roy Scaria	UGC (FDP) Deputation for Research	730
Research Guidance at Govt. College, Kottayam (Candidate Bittu Ann Chacko)	Dr Roy Scaria	UGC (FDP) Deputation for Research	730
Research Guidance	Dr Roy Scaria	UGC -JRF for	1095

at Govt. College, Kottayam (Candidate Merin Joy)		Research Scholars	
Research Guidance at Nirmala College, Muvattupuzha (Candidate Megha B	Dr Shima Mathew	UGC -JRF for Research Scholars	1095
Research Guidance at S.B College Chan ganassery, Autonomou s (Candidate Joel George)	Dr Santhimol M.C	UGC -JRF for Research Scholars	1095
Research Guidance at Govt. College, Kottayam (Candidate Ratishmon A.V)	Dr Roy Scaria	Application for grant is under process by the MG University	1095
Research Guidance at Govt. College, Kottayam (Candidate Febin Muhammed)	Dr Roy Scaria	Application for grant is under process by the MG University	1095
Research Guidance at Nirmala College, Muvattupuzha (Candidate Benson Niravathinal)	Dr Shima Mathew	Application for grant is under process by the MG University	1095
Research Guidance at Nirmala College, Muvattupuzha (Candidate Remya K Palamattom)	Dr Shima Mathew	Nil	1095

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Temporary	Nil	Nil	Nil	Nil	Nil

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Post Graduate and research dept. of chemistry, St. Josephs College, Moolamattom	28/11/2019	To promote and strengthen the integral development of students Seminars,	13

visits, exchange of students and faculties

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
994600	969603

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
No file uploaded.	

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
Soul	Partially	2016	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22471	3851057	908	Nil	23379	3851057
Reference Books	353	136000	Nil	Nil	353	136000
CD & Video	65	Nil	Nil	Nil	65	Nil
Library Automation	14886	128617	908	327889	15794	456506
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr Tojo Jose	Indian Economy basics Course	Word Press	02/12/2019
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	132	92	92	0	0	12	14	10	0
Added	0	0	0	0	0	0	0	0	0
Total	132	92	92	0	0	12	14	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	Nill

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
Nill	0	Nill	0

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

Facilities-Maintenance Utilisation The college has an established system and procedure for maintaining and utilizing physical and academic facilities. Being a government institution, The Director, Collegiate Education, Government of Kerala owns the properties of the college. The maintenance of buildings and electrical facilities is done by the Public Works Department of the state. In all other cases, the College Council, the prime administrative body, takes decisions on how the funds sanctioned can be utilized for satisfying requirements of all departments ensuring the optimum use of funds. The following points may be highlighted 1. Kerala Public Works Department (PWD) is responsible for maintaining the existing buildings. 2. Government rules are applicable for modifying and maintaining such facilities. 3. The principal who is in immediate charge of the college submits proposals for maintenance work to be undertaken by the PWD. The principal submits such proposals based on the discussion and decisions of the college council. 4. The Head of each department is responsible for the upkeep of facilities provided to them and to submit

proposals for maintenance and replacement of assets to the principal. 5. Minor plumbing and electrical works are undertaken by the college PTA. 6. The Government has appointed sufficient supporting staff, each of them is assigned a time-bound duty to facilitate the smooth functioning of classrooms (opening, closing, and cleaning of classrooms and other facilities). 7. Assistants are appointed in the Laboratories to assist faculty and students to use them effectively and efficiently. 8. Assistants are appointed in the library also to facilitate its smooth functioning. 9. Faculty members effectively in charge of Computer labs and language lab facilitate and monitor its functioning. 10. All the major instruments are calibrated by the manufacturer first and later by relevant technicians depending upon requirements. 11. All the major equipment is purchased under the Annual Maintenance Contract (AMC) for at least three years. 12. The computers are connected through UPS. Air conditioners are serviced as and when required using PTA funds. The college seeks services of local distributors for computer parts and accessories. 13. Chairs, desks, and benches are repaired using the PTA funds. 14. To ensure the supply of water without any interruption, water tanks including an intermediate pumping system is constructed and fibre tanks are used. 15. To rectify the problems due to voltage fluctuations, stabilizers and UPS are installed at necessary points as far as possible. 16. The working time of classrooms and the library is scheduled based on UGC guidelines, government rules, and area-specific characteristics of the institution. 17. In order to monitor the punctuality of teaching and non-teaching staff, biometric punching has been introduced.

http://tmjmgcm.ac.in/?page_id=212

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Lumpsum grant, Stipend, fee concession, endowments and proficiency prizes	443	2644200
Financial Support from Other Sources			
a) National	Scholarships	22	55200
b) International	0	Nil	0

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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 Programme (Additional coaching guidance by external Resource Personsto Excellent students	01/07/2019	30	New Initiatives, Govt. of Kerala
Internal Mentoring as part	01/07/2019	30	New Initiatives, Govt. of Kerala

of Walk With a Scholar Programme			
Scholar Support Programme	01/07/2019	130	New Initiatives, Govt. of Kerala
Jeevani, Mentoring and Counseling for Mentally Health of Student students	01/07/2019	21	Collegiate Education Department Govt. of Kerala
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NET Coaching (Commerce)	15	15	1	Nil
2019	NET Coaching (Chemistry)	23	23	Nil	Nil
2019	Bank Coaching Classes	50	50	4	4
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

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
Nil	Nil	Nil	1. The Kalloorkad Farmers' Co-operative Bank Ltd No. 2665 .2. Mund iappilly Service Co-Operative Bank Ltd, No. A9,	4	4

Thiruvalla
3. Kakkoor
Service
Cooperative
Bank Ltd. 4.
The Vazoor
Farmers
service Co-
Operative
Bank No.
2278.

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	3	B.Com	Commerce	T.M Jacob Memorial Govt. College, Manimalakunnu	M.Com
2020	1	B.Com	Commerce	CMS College, Kottayam	M.Com
2020	1	B.A Malayalam	Malayalam	DC College, Thiruvananthapuram	MBA
2020	1	B.A Malayalam	Malayalam	Pavanatha College, Murikkassery	M.A Malayalam
2020	7	B.A Malayalam	Malayalam	Sanskrit University, Kalady	M.A Malayalam
2020	1	B.A Malayalam	Malayalam	Media Academy, Kakkana	PG Diploma in Journalism and Communication
2020	1	B.A Malayalam	Malayalam	Media Academy, Kakkanadu	PG Diploma in Public Relations and Advertising
2020	1	B.A Economics Model 1	Economics	LBS, Ettumanoor, Kottayam	PGDCA
2020	2	B.A Economics Model 1	Economics	Al-Ameen College, Perumbavoor	MHRM
2020	5	B.A	Economics	T.M Jacob	M.A

		Economics Model 1		Memorial Govt. College, Manimalakunnu	Econometrics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

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

Activity	Level	Number of Participants
MG University Intercollegiate Yoga championship for Men Women	Inter-university	90
Annual Athletic meet	Institutional	240
Cricket tournament	Institutional	64
Badminton tournament	Institutional	20
Football tournament	Institutional	72
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	nil	Nil	Nil	Nil	Nil	nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Ms. Feba Susan John was elected as the College Chairperson for the year 2019-2020 and took charge of office on 31st August 2019 by taking the oath. The college union celebrated Onam with various competitions and Onam feast. The Union raised a significant amount for an injured student who got a severe cervical spine injury in an accident while practicing Cricket. The College Union also conducted various competitions followed by Christmas celebration. The union distributed learning aids to the Students of nearby Anganwadi as part of the new year celebration. Stem cell Donor Campaign was conducted on 3rd January 2020. On 7th of January 2020, the Union Day was inaugurated by Apani Sarath and Vayalar Sarath Chandra Varma, a renowned Malayalam poet. Arts Fest was conducted during January 9-14, 2020 wherein students who have been categorized into four houses (groups) participated various competitions. The

union also organized a seminar on "Citizenship Amendment Act" on 15th of January 2020. Sri RoneBastin, Govt. Pleader, High Court of Kerala lead the seminar. During January 28-29, 2020, sports competitions and games were conducted. The programme was inaugurated by Advocate Sreenijan, Secretary, Ernakulam District Sports council. The Students of our college participated and represented the college in the University Youth Festival conducted on February 27 to March 2 at Al-Azhar College, Thodupuzha. Another instance of the college Union to its commitment to the society and its help deserving sections has been the "Friday Meals Programme". The union successfully follows the practice of collecting of lunch packets (Friday meals) from students on every Friday and distributing the packets to the food needy poor people. This Promotes social involvement of a positive attitude to charity among students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered alumnus, Old Students Association of Government College Manimalakkunnu (OSAGCM) with Reg No. EKM/TC/58/2020 dated 22-01-2020. For pursuing the registration process, an ad hoc old Student's Committee was constituted. The Alumni Association was established with an aim to promote interaction and networking among the Alumni of the institution. It has been successfully carrying out its goals and objectives since its inception and has steadily risen into a full-fledged association. The association is governed by an Executive Committee that consists of a President, Vice Presidents, Secretary, Joint Secretaries, Treasurer and other members.

5.4.2 – No. of enrolled Alumni:

150

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Ad hoc Committee convened twice

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)

Our institution has a mechanism of providing autonomy and distributed responsibility to various functionaries to ensure a decentralized governance system. Principal is the ultimate authority who monitors and supervises the activities of the institution. Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the Academic Council, governing body and the IQAC. Faculty members nominated by the Academic council are given charges of various committees/cells. The composition of different committees is changed annually to ensure academic and professional development of faculty members. Following are the different committees which have been nominated by Teachers' Council (2019-20): Admission committee Internal Examination committee Library committee Student Union Election Committee Discipline committee Canteen committee Following committees are constituted accordance to government guidelines: RUSA Internal Complaints Committee Counselling and Career Guidance and Placement Unit Grievance

Redressal Cell Anti Ragging Committee Students union takes charge of coordinating programmes and initiating campaigns that are beneficial for the overall development of the students. They are led by College Union Chairman and guided by Union Advisor. Class representatives and association secretaries represent the interests and voice of different classes and streams. The member of governing body. Students are empowered to play important role in different activities. Posts like Vice Chairman, General Secretary, Arts Club Secretary, Magazine Editor, Lady Representatives etc. further reinforces decentralization participative management. The institution promotes the culture of participative management at the planning and execution level. The Principal, governing body, Academic council and the IQAC are involved in planning framing policies and guidelines, rules regulations pertaining to admission, examination, discipline, grievance, finance etc. Faculty members share knowledge among themselves, students and staff members while working for a committee. The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, co and extracurricular activities. Instances of student Participation and Management

1. Arts meet and sports meet are organised by senior students with the directions and guidelines of teachers.
2. A major part of organising NSS camp is done by volunteer secretaries.
3. Various clubs are formed for which the secretaries are the students. They organise the programmes of such clubs.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The admission to UG PG programmes during 2019-20 was done based on the norms of M.G. University UG CAP and PG CAP admission procedure. Being a Government college, the institution is bound to follow the pattern prescribed by the university in the admission of each and every student. Students of UG and PG are admitted through the Common Admission Portal by the university. State government reservation rules are strictly followed in the Centralised Admission Process of the University.
Industry Interaction / Collaboration	The Institution conducts industrial visits and factory visits for the students of science streams. B.A. English and Malayalam students undergo on the Job training at various Journalistic firms and media channels.
Human Resource Management	The present strength of permanent and regular staff of the college comprises 39 teaching and 23 non-teaching staff including principal. The college efficiently employs its teaching staff in a department where they have been appointed to, based on the UGC

stipulations, university statutes and government orders concerned. Courses are shared or assigned among the faculty members in a department based on their expertise in particular courses and choice. Punching system has been continuing along with maintaining attendance registers for monitoring their presence in the Institution. While constituting various committees and clubs, seniority is a criterion, and usually the services of the junior faculty members are ensured by assigning them to do responsibilities with senior faculty members. The latter are coordinators, conveners while the former will be members. College office is a working in a Hierarchical manner. For ensuring specialization of work, the entire clerical work is divided and assigned to different sections. For monitoring the accounts of the college, a Head Accountant is posted under the Senior Superintendent. All the academic and administrative responsibilities are vested with the Principal. In order to improve the work efficiency of teachers and other staff, periodical training in the relevant area are given by the Kerala State Higher Education Department, Directorate of Collegiate Education and Institute of Management for Government (IMG). The Director of Collegiate Education deputes teachers and non-teaching staff to attend such programmes. Training programmes are being frequently arranged for principals, IQAC Coordinators and researchers by the Kerala State Higher Education Council.

Library, ICT and Physical Infrastructure / Instrumentation

The library has been improved by adding more text books and periodicals. It is partially computerized with SOUL software with OPAC facility. As a temporary arrangement, until a new library cum auditorium block is sanctioned by the government, the required space is ensured by closing the verandah and using it as a reading room. Proceedings are moving fast to obtain administrative and financial sanction for constructing a library cum auditorium block. Now our teachers increasingly make use of ICT enabled Teaching. PowerPoint presentations are used to make lectures more impressive. E-resources are used very frequently. Malayalam department is gradually

developing a department library so far. The teachers and students donate books in connection with their birthdays. In accordance with Mahatma Library, Vadakara they are conducting reading competition on state Reading Day-June 19. In the backdrop of COVOD-19 and online classes, the Institution has submitted detailed project proposal for starting a recording studio in the college and equipping 6 classrooms with modern up-to-date IT facilities under the RUSA Scheme. The proposal has been approved and sanctioned by RUSA-SPD, Govt. Of Kerala.

Research and Development

The college has a research committee to monitor and address the issues of research. Post Graduate department of chemistry has been upgraded as a research department. Three teachers of this institution, Dr Roy Scaria, faculty of Economics, DrShima Mathew, faculty of English and DrSanthimol M.C, faculty of Commerce are enrolled as research guides in other colleges. Similarly, teachers from other colleges have submitted their applications for enrolment as research guide in this college also. We encourage faculty members to undertake research projects from funding agencies. Also availing research facilities of other colleges and laboratories.

Examination and Evaluation

The annual and semester end examinations are conducted by the affiliated university to assess what students have acquired. The college have appointed a senior faculty as Assistant Superintendent for conducting M.G University Examinations in the college. The valuation procedure is strictly in conformity with the directions of university and done by the Board of Examiners appointed by the university. Formative evaluation consists of internal examinations, assignments, seminars and a minimum level of attendance for eligibility. Internal examinations are conducted twice. Besides, written and oral tests are conducted at the class level. Seminars and assignments have been allotted to students in a regular basis following a strict time schedule. The departments regularly conduct internal assessment examinations at the department level also after announcing

the same well in advance. Students who are absent on internal examination days on genuine grounds are allowed to take re-tests. The students of both undergraduate and postgraduate levels are periodically assigned seminar paper preparations on current topics with social and scientific relevance as the case may be.

Teaching and Learning

The institution incorporates the most innovative ICT enabled teaching practices so as to refine the existing teaching-learning process to compete with the quality available elsewhere in the world. Already started collaborative programs with reputed institutions so that our students and faculty get exposed to the latest developments in thrust areas of research with social-relevance. Empower the output of the college with quality education by promising life skills. Besides the syllabus based on teaching and learning, the departments conduct various co-curricular activities like field trips, presentation of ritual art forms etc:- seminars and conferences are regularly conducted. The institution ensures timely completion of syllabus.

Curriculum Development

The teachers are encouraged to participate and take a leading role in curriculum development / review process of University. Three faculties -Seenamol K Stephan, Physics, Dr R Raji, Hindi and Dr. Baburaj T.S, Political Science are members in 'Board of studies' M.G University. The new ideas evolved from feedback collection, academic discussion and open houses are taken into consideration by these experts while revising or restructuring the syllabus and curriculum of M.G University.

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

E-governance area	Details
Planning and Development	The college is online connected through DDFS, an online file transfer system with the Collegiate Education Department. The Manager of the College, Director, Collegiate Education Department communicates through its website and emails.
Administration	The use of the software DDFS for file transfer, email, website notifications

	and circulars are the electronics mechanism used to communicate with Collegiate Education Department and Higher Education Department. Biometric punching systems has been introduced to monitor attendance of staff.
Finance and Accounts	Plan fund is transferred through BIMS software of Finance Department. Salary processing, approval and disbursement is done through SPARK software of Govt. of Kerala Application for scholarships, sanctioning and disbursement is online E-Grantz software.
Student Admission and Support	? The admission process is fully digitalized and online. Submission of application, processing and allotment are all in online mode. After admission, the university collects all relevant information of candidates online.
Examination	The university follows online transfer of question papers for all UG and PG programmes just before the examination commences. Internal marks are uploaded to the University online. Publication of results are also online.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Computational Chemistry CWC-2019 Chemistry without chemicals.	Nil	Nil	Nil	9	Nil
2019	Two-day national	Nil	21/11/2019	22/11/2019	28	Nil

	seminar on Journey Travel and Voyage: significance through myths and travelogues					
2020	Food Habit and Food Adult eration	Nil	23/01/2020	23/01/2020	18	Nil
2020	Nil	Orientation Programme on How to plan and speed up generating services	13/03/2020	13/03/2020	Nil	19

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	1	09/12/2020	13/12/2020	5
Short term course	1	01/07/2020	10/12/2020	10
Short term course	1	07/06/2020	21/06/2020	15
Short term course	1	06/08/2020	10/08/2020	5
Refresher Course	1	06/08/2019	20/08/2020	15
Orientation programme1	1	20/06/2019	10/07/2019	21
Orientation programme	1	13/11/2019	03/12/2019	21
Orientation programme	1	03/03/2020	24/03/2020	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

2	2	Nil	Nil
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF, SLI, GIS, Accident Insurance, Deposit and loan facility in teachers cooperative society. leaves such as CL, EL, HPL, Commuted Leave, Maternity Leave and Paternity Leave	GPF, SLI, GIS, Accident Insurance, Deposit and loan facility in teachers cooperative society. leaves such as CL, EL, HPL, Commuted Leave, Maternity Leave and Paternity Leave	Financial support to weaker students, scholarships, PTA proficiency prizes, SSP, WWS, free internet, learning materials at subsidised rates through cooperative society and canteen facility

6.4 – Financial Management and Resource Mobilization

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

The accounts of the college are subject to audit by officers appointed by the Directorate of Collegiate Education, Finance Department, Government of Kerala and the Office of the Accountant General. With regard to Grants from UGC etc., the college submits audited (by chartered accountants) utilization certificates. In addition to these, physical stock and books verification are done by the faculty members at the end of each year. PTA accounts are also audited by the officers/ parents appointed by the PTA executive committee. The government has audited the accounts of the college in 2014 and 2017. No major audit objections were raised by Accountant General and Audit Team of Directorate of Collegiate Education, Government of Kerala.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	Nil	Nil
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6.4.3 – Total corpus fund generated

0

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	Nil	Nil	Yes	Department Councils and IQAC
Administrative	Nil	Nil	Yes	IQAC

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

A PTA meeting is held by each Department in a semester after the internal exams. Once a year a general body of the PTA is conducted by the College Parental participation in the PTA meeting is mandatory Parent – Teacher Association instituted a number of scholarships for meritorious students The PTA assists the Management in designing the rules and regulations in the College. It plays a key role in maintaining discipline in the campus Every

department maintains good rapport with the parents to ensure optimum academic performance.

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

IQAC organised an orientation programme for non teaching staff for better governance and administrative outcomes. Permits our staff members to attend various professional development programmes and training organised by Collegiate Education Department, Institute of Management for Government IMG Cochin and Thiruvananthapuram. Improved office infrastructure. Solar power has been set out for generating uninterrupted services in the college office.

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

1. College Alumni was registered and started functioning. 2. Proposals submitted for constructing a Canteen building, additional women's toilet block and additional boy's toilet block with facilities for transgender under the RUSA Fund sanctioned to the College for administrative and technical sanction. 3. The pre -preparation including tender notification of constructing an academic block under the KIIFB Scheme of Govt. of Kerala is almost complete. The construction work is expected to start by 1-1-2021. 4. Submitted proposals for starting new PG Programmes.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Expert Lecture to teachers on Assessment and Accreditation: The New Methodology	07/03/2020	07/03/2020	07/03/2020	32
2020	Orientation Programme to Non-teaching staff How to plan and Speed up services	13/03/2020	13/03/2020	13/03/2020	19

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the	Period from	Period To	Number of Participants
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programme			Female	Male
Orientation for Girl students by the Women Cell	14/08/2019	14/08/2019	105	Nil
Lecture on "Stress management in adolescents"	27/01/2020	27/01/2020	50	30
Self Defense class training for girls	12/02/2020	12/02/2020	90	Nil
Women's day Celebration Talk by NAAM officer Dr.Tushara on Gender division an Empowerment of Women Ms. Nivea Jerome (Seetalayam Govt.Homeo Hopital, Muvattupuza) le a class on teenage Mental Health Issues	09/03/2020	09/03/2020	120	Nil
Release of a manuscript Magazine "Chirak" Which discussed gender Issues	09/03/2020	09/03/2020	100	Nil

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

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

1. Maintaining a herbal garden
2. maintaining a garden in front of the college
3. Promotes organic farming
4. NSS volunteers and NCC cadets planted tree saplings in the college premises and distributed them to students for planting in homesteads.
5. College office is functioning with solar energy too.
6. Initiated a cleaning programme by NCC Cadets to make the campus plastic free.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	27/03/2020	1	Sanitizer distribution	Precaution against Covid	24
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Calendar	01/07/2019	The college handbook and calendar is an annually published document which contains all relevant information relating to the college. The book contains the rules of general discipline to be followed, facilities available in the college, fee details, academic calendar master time table, management system, and various faculty positions. The book annually is being printed at govt. Press.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Reading Day	20/06/2019	20/06/2019	107
Yoga Day	21/06/2019	21/06/2019	113
Anti-narcotics day	26/06/2019	26/06/2019	111
Children's day	14/11/2019	14/11/2020	111
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Cleaning Programme (Plastic free campus)
Maintaining vegetable garden
Observing world Population day
Tree planting inside the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice -1 1. Title: Art and Cultural Awareness Programmes 2. Goal: To acquaint the students and the public about the folk art forms of Central Kerala those are retreating to oblivion. 3. Context: Education in general and language and literature studies in particular is very much related to the cultural scenario of the times. But the present trend in society and education is something that forgets the cultural heritage and traditional value of folk arts. When students and younger generation run after popular culture and art forms, the rich cultural heritage of folk art forms get marginalized. Without a revisit and reinforcement to these important elements of our culture, they may become extinct. In this context, under the initiative of the Malayalam department of the college a series of such programmes were conducted during the assessment period. 4. The Practice The practice was envisaged as a series of programmes that could stage important yet usually unfamiliar folk art forms in the campus and to familiarise the students and local community with its specific features so that a new interest is kindled in rediscovering and appreciating the sidelined art forms. First among the series of performance was a staging of 'Mlaveli' (Chithra pattu Vayana) by Peedikakudi Narayanan, the one and only practitioner of the art form in Kerala today. It is a sort of storytelling based on the pictures. Folk tales are interestingly presented before the audience. The programme was conducted on 20/11/2019. Even though the art form is rarely talked about in the academic and popular field, it provided a great exposure and unforgettable memory to the audience. The same evening witnessed the staging of 'Mudiyettu' in the campus. Though the name is quite familiar the spectacle of the same was a completely different experience. A demonstration and class by Keezhillam Unnikrishnan on the art enlightened the spectators in advance and prepared them for the real show. The performance was a drive back to the agricultural roots of folk arts and related to the age old fertility myths. It was enough to awaken the agricultural and cultural roots that lay in the collective subconscious. Another important event in the series was the class and demonstration of 'Nokkupava kali' by the Padma shri winning artist Pankajakshi Amma. As an art that needs immense concentration, dedication and constant training to achieve perfection and balance it is not everyone's choice. But students were very much eager to converse with the veteran artist and know about this rare and sublime art form. Last significant event was 'Nangyarkooth' performance by Indu G. She performed a part of 'Kamsavadham' and another famous artist Margi Madhu gave the illustration. The programme was conducted on 15 February 2020. It was also an eye opener for the new generation students about the richness and variety of the not so popular arts. 5. Evidence of Success The Programme was a huge success because the student, teacher and local community showed unprecedented interest in the activities. The initial response to the programmes were just average, but after the staging the main organizers and the college community as a whole received overwhelming support and appreciation. After the success of the first event, the events in the series got better initial reaction too. It was felt like a community feeling of togetherness and same cultural roots became more evident for the spectators from different generations and various fields of interest. 6. Challenges encountered Organising marginal art forms in a campus was a challenging initiative. Scarcity of groups and artists who perform the arts was the first hurdle to overcome. Finding common convenient time for the performers and audience was another problem. 'Mudiyettu' had to be convened after the regular working hours and close to nightfall. This unconventional practice was also a revolutionary step to be taken. Unavailability of young artists is the most striking and significant challenge that were to be faced in the staging of 'Mlaveli' and 'Nokkupava kali'. It proves that they can soon become extinct if new generation and informed academic circle does not take initiative for their rediscovery and revival. 7. Remarks, if any Best Practice -2 1. Title of the Practice Organic Farming, setting up of herbal garden and protection of indigenous plant species 2. Goal of the Practice The goal of the practice is to

promote organic farming among the local people, students, and staff members. They are to be made aware of the consequences of chemical and inorganic farming and the need for self sufficiency in vegetable cultivation. Another objective is to inculcate an interest in Ayurveda, the traditional Indian medicine among the students who are the future managers. The practice also aims to protect highly productive varieties of indigenous plant species peculiar to Kerala which face the threat of extinction.

3. The Context Green Revolution which started in India during 1960s involves intensive farming of plants and its hybrid varieties using fertilizers and pesticides. As a result, it enhanced the productivity. For a developing country like India, the move was benevolent as it fed millions for more than half a century. However, the intensive and extensive farming with the aid of modern technology had many adverse effects too. Soil fertility declined due to soil erosion, salinity increased, as a result, productivity was on the decrease. Overuse of poisonous pesticides adversely affected man and the flora and fauna. In Kerala, the use of hybrid varieties of many plants caused the extinction or near extinction of their indigenous counterparts. Therefore, promoting organic farming, recognizing the importance of medicinal plants and protecting highly productive varieties of indigenous plants is the need of the present century for the sustenance of lives on the earth.

4. The Practice

4.1 Organic farming The IQAC in association with NSS unit, NCC and Bhoo Mithra Sena Club of the college organized awareness programmes for local people, students, and staff about the need for organic farming, use of manures and organic fertilizers. The NSS volunteers conducted the 'jaivam' survey in the houses at Kadaplamattomgrama Panchayath in Kottayam District in order to promote organic farming. The volunteers interacted with the people in the area to adopt ethical organic practices to enrich the soil and preserve the environment while ensuring their own health. Recycling of organic waste into manure and using the same for producing vegetables for the household was the focal point of the programme.

4.2 Herbal Garden The staff and students are active in maintaining a herbal garden in front of the main block of the college. The garden contains varieties of medicinal plants and trees. The garden is nourished entirely through organic and natural methods. Besides, the BhooMithraSena club collects trees from Agroforestry department and medicinal plants from the Forest Department of which a portion is distributed among staff and students to plant them in their homesteads. The remaining plants were planted and maintained in the campus.

4.3 Flower Garden BhooMithraSena club of the college has created a flower garden containing locally available flowering plant species. Plants are grown in grow pots prepared by students. This is entirely a student initiative venture.

4.4 'Surabhi': Protection and promotion of Indigenous Plant Species It is an exclusive programme of the Department of Economics that aims to protect high yielding indigenous varieties of plant species which are under the threat of extinction. The programme also aims to propagate indigenous knowledge which will enable the plant species to propagate. Under the programme, the department has identified local mango varieties, jackfruit, vegetable items, wetland arrowroot varieties, shoal forest vegetation and several other tropical rainforest plants. Mango saplings of attanaari and thenmavu were distributed among local households and were also planted in the college premises. The Department has sought the help from the National Bureau of Plant Genetic Resources for genetic mapping of indigenous species. The department has also initiated a digital library to provide knowledge on indigenous species.

5. Evidence of Success A good number of local households have started organic farming in their homesteads. They were interested in further information about organic farming practices as they recognized the need for organic farming. Students and staff started organic vegetable farming in their homesteads. Many students planted medicinal plants as well as trees from Agroforestry Department in their homesteads.

6. Problems Encountered and Resources Required While implementing the programme the major hurdle was the initial indifference of

people to attend the awareness programmes. They believed that their effort will not make a radical change in the farming practices all over Kerala. However, soon they recognized the importance of self sufficiency in producing vegetables and how it will improve their health. Organising this kind of a programme is expensive, time consuming and requires technical expertise. As the students are coming from far off places, it was difficult to obtain the participation of a good number of students who were really interested in the venture. As it is a government college, arranging finance for the programme was difficult. The programme got financial assistance from college PTA and Krishibhavan Koothattukulam.

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

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7.3 – Institutional Distinctiveness

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

Education with human values, Nature Consciousness and Social Commitment As a college with majority of students from rural, agrarian and socio economically backward background, the institution gets a unique grass root level cross section of the society. We take it as a very positive input and try to mould them as competent executors of future. Along with imparting knowledge and theoretical ideas, we believe they can be benefitted more by the capability to take initiative and practical wisdom to act out. Our vision is to bring out a set of efficient students who have balanced potential in intellectual, emotional, humanitarian and societal concerns. Our college tries to inculcate in our students some values, which are gradually eroding from the contemporary youth. Mostly educated from rural schools they can be trained to these practical values and skills when the whole system in the campus provides the ambience. Sublime and noble human values are fast eroding in the modern world of self centeredness. Compassion for the fellow human beings, sense of brotherhood, and empathy towards the disadvantaged are to be fostered in the young minds. The college considers empowering and enlightening the students with life skills and humane values is the most important responsibility. To foster a humane attitude in the students many programmes are conducted every year. The following are the highlights. 1. Blood donation camps 2. Blood cell donation campaign 3. Raising treatment assistant funds to help the needy students 4. Friday Meals Programme. The student community headed by the college union collects food from the students once in a week, on Fridays, and takes it upon themselves to provide midday meal to the nearby hospital. These programmes not just nurture the humane aspect but a societal commitment too. In a time when the youth are becoming more and more self oriented and driven only by economic goals, diverting the focus to socially productive services is very important. With his kind of training students will be able to identify, address and act according to the needs of the society. Humane sentiments and social commitment are two sides of an able citizen. This is the awareness that our students imbibe from all the ventures that we initiate. Being responsive to nature is another quality that our students are initiated into. The agrarian background of the students and the landscape of the college very much suits and nourishes our nature consciousness. Considering the location and plot of the campus, green campus is the best name that we can call it. With some effort from the staff, students and different clubs we are trying to change the campus to a spot of unique biodiversity. We keep the natural ecosystem intact and add on to it with organic farming and different type of fruit bearing trees so that it becomes a well maintained natural habitat for all living beings. We believe that humane values, social commitment and sensitivity towards nature can enrich

the youngsters in the process of empowering them with knowledge and skills.

Provide the weblink of the institution

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8.Future Plans of Actions for Next Academic Year

The College authorities, staff and students are working hard to move forward, address and solve some of the shortcomings of the college in terms of infrastructure. The first in priority is building an academic block so that the lack of space and scarcity of well equipped classrooms can be overcome. The paper works for the same is progressing fast and hopefully 2021 will see the realization of his long cherished dream. Discussions, planning and paper works for the construction of new toilet block for boys, ladies waiting room and a canteen block are progressing at good speed with the RUSA fund. This will be an extension of the infrastructural facilities of the college. Another important plan is to have a new auditorium and library building. An indoor auditorium can fulfill the dream of having a common meeting place and more convenient space for co-curricular and extra-curricular activities. A spacious library building is another urgent facility that we are looking forward to be realized. Digitalisation of classrooms is also one of our primary goals to be achieved in the near future. More smart classrooms, recording studio and other digital facilities can enhance the effectiveness of the learning experience. The active involvement of the alumni is dreamt of as another big step towards exploiting the full potential of the institution to reach out to the public and use the distinctive features for the college for societal engagement. Fast steps are being taken to realize this objective. This Academic year (2020-21) is a year of great confusion, change and unprecedented online teaching learning activities. So the focus is to make the process live and effective through the online medium. It is also made a priority that students should be encouraged to explore the online learning possibilities so that make the best use of the new learning atmosphere. Teachers are to identify the interests of the students and suggest them the best learning programmes and applications. We are also planning to extend the borders of Organic farm and utilize the free plots to plant unique and useful trees. This will be carried out in such a way that students get maximum opportunity to connect themselves with nature and its resources. Book Bank system is imagined as a programme to nourish the reading habit of the students,