

GOVERNMENT OF KERALA

DIRECTORATE OF COLLEGIATE EDUCATION

**Proforma for the collection of data for the preparation of Annual Administration Report 2017-18.**

1. (a) Name & address of the Institution with pincode :

Telephone Number :

Fax Number :

Web & E-mail address :

(b) NAAC Accreditation Level :

(c) University to which affiliated :

(d) Name of Panchayat/Municipality/Corporation :  
in which the institution is situated

(e) Year of starting :

(f) Name of courses offered :

2. Students Strength as on 1-1-2018

Sl. No	Name of Course	Total Strength			Scheduled Caste			Scheduled Tribe		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total

3. (a) Number of day scholars:

(b) Number of Boards :



6. (a) University Examination Results **2016-17**

Specify the name of subjects

Serial No.	Name of subject--->						
		Boys	Girls	Boys	Girls	Boys	Girls
<b>1</b>		<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.No.of students in roll							
2.No .of students presented							
3. No .of students passed in first class							
4. No .of students passed in second class							
5. No .of students passed in third class							
6.Percentage of pass							

(b) Distinction, Rank in the University Exam **2016-17**

(c) Placement of Students, if any:

(d) No.of Research papers published 1.National journal. 2. International Journal

(e) No. of Ph Ds produced:

7. (a) Details regarding teaching staff as on 1-1-2018

Sl.No	Subject	Sanctioned Strength	Associate Professor	Assistant Professor	Total
Total					

(b) No. of Teachers

No. of Teachers			No. of Teachers having Ph.D			No. of Teachers having M.Phil			Having both Ph.D & M.Phil		
Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total

(c) No. of Guest Lecturers appointed:

8. Community Development Activities; New Contributions in teaching learning process.

(1) National Seminars

(2) Workshop

(3) Teacher awards

(4) Students awards

9. Details regarding new courses started / Change of subject in existing courses/new baches sanctioned during **2017-18**

10. Details regarding study tour during 2016-17

Sl.No	Courses/Subjects in which tour were arranged	No. of students participated	Total amount spent

11. Research work and Faculty Development Programmes, UGC Assisted Scheme

(a) No. of teachers deputed for FIP

(b) No. of teachers got PhD during the year



17. Brief Note on NSS (No. of students, activities etc)

- (a) brief note on National Integration Activities
- (b) brief note on College Planning Forum and its activities
- (c) brief note on College Union and its activities
- (d) brief note on the details of training given to officials
- (e) brief note of Computer lab
- (f) Furnish information in important conferences, publications
- (g) College Auditorium – Capacity and Facilities
- (h) Sensitive Issues during the year 2017-18

17. Details regarding college working days

- (a) Number of working days during 2016-17
- (b) Number of working days lost due to student's unrest, teachers strike and other reasons.

18. Any other achievements or information to be included in the Annual Administration Report 2017-18 of this department.

Name:

Designation & Signature of the Head of Institution:

### **Infrastructure**

1. Infrastructure facilities like buildings, roads, bridges etc.costing Rs.50 lakh or more created during the year and expenditure incurred.
2. Details of infrastructure created but not used for various reasons.
3. Instances of underutilized infrastructure.
4. Details of vehicles purchased/disposed of during the year.
5. Assets transferred to other agencies during the year.
6. Details of machinery, equipments or other assets costing Rs.5 lakhs or more purchased during the year.
7. Assets damaged or otherwise disposed during the year.
8. Land acquired/purchased during the year.

### **Departmental Publications**

1. Manuals, codes prepared and issued during the year.
2. Important publication brought out by the department, their prices. (if priced)
3. Citizens charter of the department- give brief details in the body of the report or give the full charter as an annexure.
4. Details of sales made during the year.
5. Publication under point.

### **Implementation of Right to Information Act**

1. Name and address of Public Information Officer, Assistant Public Information officer as well as Appellate Authorities under the Act.
2. Details of cases received, disposed, pending.
3. Penalties levied for non supply of information.
4. Suo moto disclosures made by the department.
5. Details of cases relating to the department pending in appeal with the State Information Commission.

### **Internal Control System**

1. Details of staff used exclusively for internal audit.
2. Details of targets / achievement of inspection of offices and follow up action of inspection.
3. Details of outstanding paras in the inspection report of Accountant General.
4. Audit committee meeting conducted.
5. Details of various monitoring committies set up and brief mention of their activities during the year.

Name:

Designation:

Signature of the head of the institution: