

Proforma for the collection of data for the preparation of Annual Administrative Report 2020-2021

1. (a) Name & address of the Institution with pincode : KKTU Govt College, Pullut

Telephone Number	:
Fax Number	:
Web & E-mail address	:
(b) Name & Mobile No. of Principal	:
(c) NAAC Accreditation Level	:
(d) University to which affiliated	:
(e) Name of Panchayat/Municipality/Corporation situated	:in which the institution is situated
(f) Year of starting	:
(g) Name of courses offered	:2(a) Students Strength as

on 1-1-2021

[illegible]

2(b) No.of Transgender students admitted during 2020-2021

: 0 2(c) If Yes, Name of courses they are enrolled in

:0

3. (a) Number of day scholars: 71

(b) Number of Boards :

4. Details regarding Scholarship

Sl.No	Name of Scholarship	Under Graduate		Post Graduate	
		Number	Amount	Number	Amount
1	CH Muhammad Koya	1	13000		
2	Higher Education Scholarship	1			
3	Meritorious (Harijan dept)	3	20000		
4	Post matric	2	4000		
5	Suvarna Jubilee	1	10000		
6	Snehapoorvam	1			

5.Fee concession and stipend for the year 2020-2021

(a) No.of students enjoying fee concession

Sl. No	Category	Graduation		Post Graduation	
		Boys	Girls	Boys	Girls
1	OBC Students	43	6		
2	Forward community(studentsunder KPCR)	1	6		
3	Socially & Economically B.C	-	-		

(b) Students enjoying stipend from the Harijan Welfare Department

Graduation				Post Graduation			
Boys	Girls	Amount	Month up to which paid	Boys	Girls	Amount	Month up to which paid
SC-5, ST-1, OEC – 1 Total = 7	SC-17, ST- 2 OBC(H) -1 Total = 20						

6. (a) University Examination Results 2020-21

Specify the name of subjects

Serial No.	Name of subject--->	BOTANY		UNIVERSITY EXAMINATION NOT YET COMPLETED DUE TO COVID -19			
		Boys	Girls	Boys	Girls	Boys	Girls
1		2	3	4	5	6	7
1.No.of students in roll		4	27				
2.No .of students presented							
3. No .of students passed in firstclass							
4. No .of students passed insecond class							
5. No .of students passed in thirdclass							
6.Percentage of pass							

(b) Distinction, Rank in the University Exam 2020-21

(c) Placement of Students, if any: NA

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

National - 1, International - 2

(e) No. of Ph Ds produced: **NIL**

7. (a) Details regarding teaching staff as on 31-3-2021

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

(1) National Seminars : **Conducted 4 national level webinars**

(2) Workshop : NIL

(3) Teacher awards : NIL

(4) Students awards: NIL

9. Details regarding new courses started / Change of subject in existing courses/new batches sanctioned during 2020-2021

10. Details regarding study tour during 2020-2021

NOT CONDUCTED DUE TO COVID -19

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 : **NIL**

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

12. Receipt for the year	2018-19	2019-20	2020-21
(1) Collection of tuition fee	-----	-----	-----
(2) Other items (specify)	-----	-----	-----

Total

13. Expenditure for the year **2020-21**

14. Details of Non Teaching Staff

Sl.No	Name of Post	Sanctioned Strength	Existing Strength
1	Lab Assistant	2	1
Total			

Serial number 15 to 18 must be filled in Malayalam

15. Sports and Games (Write brief note in the participation of students in interuniversity tournaments, inter collegiate tournaments etc.)

16. Write about NCC (No.of units, No.of students in each units, Activities etc)

17. Write about NSS (No.of units, No.of students in each units, Activities etc)

18. Details of Projects carried out with MLA funds during the year 2020-21

Name of the Assembly constituency where the proposal was submitted & the name of the MLA	Details of the project conducted with MLA funds	Head of Account	Budget Allocation(in Lakhs)	Amount Utilized (in Lakhs)	Current Status of the project funded by the MLA

19. (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 2020-21

20. Details regarding college working days

(a) Number of working days during 2020-21

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

21. Any other achievements or information to be included in the Annual Administrative Report 2020-21 of this department.

Nam

e: 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: