

നം സ്റ്റാഫ്.37252/2012/കോ.വി.വ

കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ കാര്യാലയം,
തിരുവനന്തപുരം,
തീയതി 31.01.2013

സർക്കുലർ

വിഷയം:- കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് - 2012-2013 അധ്യയന വർഷത്തിലെ
ആന്യൂഅൽ അഡ്മിനിസ്ട്രേഷൻ റിപ്പോർട്ട് തയ്യാറാക്കുന്നത് - സംബന്ധിച്ച്

2012-13 അധ്യയന വർഷത്തിലെ ആന്യൂഅൽ അഡ്മിനിസ്ട്രേഷൻ റിപ്പോർട്ട് 15.04.2013-
ന് മുൻപായി ഉന്നത വിദ്യാഭ്യാസ പ്രിൻസിപ്പൽ സെക്രട്ടറിയ്ക്ക് നൽകേണ്ടതുണ്ട്. ആയതിനാൽ
ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്ന പ്രൊഫോർമയിൽ റിപ്പോർട്ടുകൾ ഉടൻ തന്നെ
സമർപ്പിക്കേണ്ടതാണ്. റിപ്പോർട്ടുകളിൽ കൃത്യത ഉറപ്പു വരുത്തേണ്ടതാണ്.

ഒപ്പ്,
എഫ്.മുഹമ്മദ് റാഫി,
സീനിയർ ഫൈനാൻസ് ഓഫീസർ.

പകർപ്പ്

- 1) കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടർ / കൊല്ലം / കോട്ടയം / എറണാകുളം / തൃശ്ശൂർ/
കോഴിക്കോട്.
- 2) എല്ലാ പ്രിൻസിപ്പൽമാർക്കും (ആർട്സ് & സയൻസ് കോളേജുകൾ, സംഗീത കോളേജുകൾ,
സംസ്കൃത കോളേജുകൾ, ട്രെയിനിംഗ് കോളേജുകൾ, ഫിസിക്കൽ എഡ്യൂക്കേഷൻ കോളേജ്,
ലോ കോളേജുകൾ)
- 3) ഗവണ്മെന്റ് കോളേജുകളിലെ ഹോസ്റ്റൽ വാർഡന്മാർക്ക്.
- 4) കരുതൽ ഫയൽ.

എസ്.വി 01.02.2013

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 print.

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
- 2) Details of targets /Achievement of inspection of offices and follow up action an inspection.
- 3) Details of outstanding Paras in the inspection report of Accountant General.
- 4) Audit Committee meeting conducted.
- 5) Details of various monitoring committees set up and brief mention of their activities during the year.

Name
Designation &
Signature of the Head of the Institution.

GOVERNMENT OF KERALA
DIRECTORATE OF COLLEGIATE EDUCATION

Administrative Report for 2012-'13, Format for the collection of data for the preparation of Annual Administration Report. (Arts & Science Colleges)

1. (a) Name and address of the College/Institution with PIN, Telephone and Fax

Numbers, Web and E-Mail address.

(b) N A A C Accreditation level.

(c) University to which affiliated.

(d) Name of Panchayat / Municipality / Corporation.

(e) Year of starting.

(f) Name of courses offered.

2. Students Strength as on 1-1-2013.

Sl. No.	Name of Course	Total Strength			Scheduled Caste			Scheduled Tribe		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
1	2	3	4	5	6	7	8	9	10	11
(a)	Graduation									
(b)	P. G. Course									
(c)	Any other Course (specify the name of course.)									

3. (a) Number of Day Scholars:

(b) Number of Boards:

4. Details regarding Scholarship.

Sl. No.	Name of Scholarship	Under Graduate		Post Graduate	
		No.	Amount	No.	Amount
1	2	3	4	5	6
(a)					
(b)					
..					
..					

5. Fee concession and stipend for the year 2012-2013

(a) No. of students enjoying fee concession

Sl. No	Category	Graduation		Post Graduation	
		Boys	Girls	Boys	Girls
1	2	3	4	5	6
(a)	O B C Students				
(b)	Forward Community,(Students under K P C R.)				
(c)	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
1	2	3	4	5	6	7	8
S.C.							
S.T.							

6. (a) University Examination Results 2011-2012

Serial No.	Graduation		Post Graduation		Others, specify	
	Boys	Girls	Boys	Girls	Boys	Girls
1	2	3	4	5	6	7
1. No. of students in roll						
2. No. of students presented.						
3. No. of students in first class.						
4. No. of students in second class						
5. No. of students in third class.						
6. Percentage of pass.						

(b) Distinction, Rank in the University Exam. 2011-2012

(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 1-1-2013.

Sl. No.	Subject	Sanctioned		U. G. C. Scheme		State Scale		Total
		Strength	Sel. Grade.	Sr. Scale.	Lecturer.	Lecturer.		
1	2	3	4	5	6	7	8	
(1)	English							
(2)	Malayalam							
(3)	Hindi							
(4)	Sanskrit							
(5)	Physics							
(6)	Chemistry							
(7)etc.							
...								
	Total.							

(b) No. of Teachers.

	Total	Having Ph D	Having M. Phil.	Having both Ph D & M Phil.
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 batches sanctioned during the year:

10. Special coaching for SC/ST Students 2012-2013

Sl. No	Subject taught	No.of students given Coaching.	
		S C	S T
1	2	3	4

11. Details regarding study tour 2012-2013

Sl No	Courses/Subjects in which tour were arranged	No of students participated	Total amount Spent.
1	2	3	4

12. College Laboratory.

Sl.No	Name of equipment/Instruments purchase during the year.	Amount spent.
1	2	3

13. Furniture.

Sl.No	Name of item purchased during the year	Cost of item.
1	2	3

14. Library.

Sl.No	Details of books purchased (item of books purchased)	No of books purchased.	Cost	Total Number.
1	2	3	4	5

15. Research work and Faculty Development Programmer UGC Assisted scheme.

- a.) No of teachers deputed for FIP
- b.) No of teachers got PhD during the year.

16. Receipt for the year 2010-2011 2011-2012 2012-2013

1.) Collection of tuition fee
2.) Other items (Specify)

Total

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17. Expenditure for the year 2012-2013

18. Non-teaching Staff.

Sl.No.	Name of post	Sanctioned Strength	Existing strength.
1	2	3	4
1			
2			
3			

19. Sports and Games

1. Distinction in Inter-collegiate Tournaments.
2. Distinction in zonal level.
3. Distinction in Inter University Tournaments.
4. Distinction in State Tournaments.
5. Distinction in National level.
6. Other achievements if any in sports and games.

20. Details of N S S. Number of Students, activities, Camps etc.

21. N C C. (Division with no. of. students in each category)

A brief description of camps, the extent of student participation, project undertaking etc.

- a.) A brief note on National Integration Activities.
- b.) A brief note on College Planning Forum and its activities.
- c.) A brief note of College Union and its activities.
- d.) A brief note on the details of training given to officials.
- e.) Furnish information in important conferences, publications.

- f.) A brief note of Computer Lab.
- g.) College Auditorium – Capacity and Facilities.
- h.) Sensitive Issues during the year 2012-2013

22. Recruitment of persons belonging to SC/ST etc.

23. Details of construction work.

- a.) Name of works completed during 2012-2013 (Total area constructed)
(Details of work should be given.)
- b.) Name of works in progress and the present stage of implementation.
- c.) Name of works undertaken utilizing matching grant to well established colleges and the present stage.
- d.) Funds from other sources (other than State Govt.) major & minor projects under taken.

24. Details regarding college working days

- a.) Number of working days during 2012-2013
- b.) Number of working days lost due to students' unrest, teachers strike and other reasons.

25. Any other achievements or information to be included in the Annual Administration Report 2012-2013 of this department.

Name

Designation

Signature of the Head of the Institution