



**Criterion 7**  
**Institutional Values & Best Practices**

**7.2.1- Best Practices**

**Government Arts and Science College  
Kozhinjampara**

## Metric 7.2.1

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# GOVERNMENT ARTS AND SCIENCE COLLEGE KOZHINJAMPARA

## REPORT: SCHOLAR SUPPORT PROGRAMME 2019-2020

Scholar Support Programme (SSP) is a new initiative programme started in the college as proposed by the Govt. of Kerala to work on the betterment of the quality of education of the academically backward students. The college installed the programme in 2019. A total of 130 students were selected for SSP based on their performance in the examination. Five subjects from each semester were selected based on the immediate need for attention of the students and subsequent recommendation from the heads of the various Departments. The selected courses were further approved by the College Council. The resource persons for handling the subjects were also selected, following the same. Regular faculty as well as the guest faculty from various departments were given equal preference as far as possible, but the guest faculty were also considered to be the resource persons. Eminent external mentors had also been outsourced by the resource persons of the SSP.

Most of the internal SSP sessions were conducted during the working days either from 8.30 to 9.30am or 3.30 to 4.30 pm without interfering with the regular classes and external sessions were conducted during Saturdays and holidays as well. Attendance of the selected students was confirmed on a regular basis in all the classes, and the attendance register too was maintained by the concerned resource persons. Study materials and stationary kits for the SSP students were also provided. Necessary arrangements were made for providing refreshments to the learners. Timely feedback was collected from the students for the improvement in teaching method. Dr. Bindu S., Asst. Professor of Malayalam Dr. Nisha Lekshmi P., Asst. Professor of Hindi were the Programme Co-ordinators during the academic years, 2018-19 and 2019-2020 respectively.

For the first year and second year learners, a total of 60 hours, which constituted 50 subject-oriented and 10 General English oriented internal classes were engaged by internal mentors. 15 hours which constituted 10 ASAP English classes and 5 classes for learning skills and personal growth were engaged by external mentors. A total of 100 hours which constituted 40 general classes were engaged by the internal mentors for the V and VI Semester students. The programme was successfully conducted with the cooperation of the Principal, Internal mentors, External mentors, resource people and the student participants.



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# GOVERNMENT ARTS & SCIENCE COLLEGE, KOZHINJAMPARA

Nattukal P.O., Palakkad – 678554

☎: 04923272883, E-mail:principalgasck@gmail.com

## WWS Report 2018-19

A brief report of the WWS programme conducted in the Government Arts and science college kozhinjampara, Palakkad for the year 2018-19.

### Internal Mentoring

Mentees from II and I year were recruited and the internal mentoring sessions started in the month of October. The revised list of Mentees and Mentors were mailed to the office of the New Initiative. All the internal mentors were provided with a Mentor's kit consisting of the Mentoring Handbook, list of mentees, Attendance sheet, A4 sheets and a pen. The mentees were given a notebook and pen. Each Mentor engaged 10 sessions of Internal Mentoring.

### External Mentoring

As the office of the New Initiative provided the list of external mentors it was easy and time saving to find and fix Mentors. A meeting of the WWS mentees was conducted in which their opinion was taken regarding the areas or topics of requirement. External mentors were fixed based on their input and the approval of the Monitoring Committee.

The External Mentoring Sessions Started in the month of January and got completed in the month of March. Eminent personalities from various fields engaged the classes. The list of External Mentors and the sessions they dealt with is listed below.

- 1 **Mr. Nandajan K.A.** Free Lance Trainer nandajanka@gmail.com 9447173004 Lexmi Nivas, Pallanchathanur P.O., Palakkad-678 575 (Kerala)
  
- 2 **Ms.Swapna Vinod** Communicative English Trainer swapnapullara@gmail.com 9497180986 Developing English Language Fluency Pulikal House, Kuttumukku,Ramavarmapuram,Thrissur
  
- 3 **Ms.Anitha M P** Psychologist anithashibu25@gmail.com 9497351375 counselor, motivational trainer

4 Mr.**M U Praveen** theater & media petromaxtheatre@gmail.com 9495637990 theater, film

5. Mr.**Pandiyaraj** Yoga and Life Skills

### **Study materials**

Relevant books were selected considering the opinion of internal mentors and mentees. It was purchased through the cooperative store of the college.

List of books provided:

1. SSC Combined Graduate Level Exam Tier I
2. General Knowledge 2019 – Objective type

### **GD and Interview**

GD and Interview for the final year mentees was conducted on 01/02/19 and 09/02/19 by Ms.Sreepriya Balakrishnan, Asst. professor, Dept. of English, Govt. Victoria College Palakkad. A performance analysis was done and the list of areas they need to improve was provided to each participant.

### **INTERNAL MENTORING**

<b>Sl.No</b>	<b>CLASS</b>	<b>MENTOR</b>	<b>SESSIONS</b>	<b>RATE/SESSION</b>	<b>AMOUNT</b>
<b>1</b>	<b>I YEAR</b>	<b>NIMI NARAYAN</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>2</b>		<b>RAMESH K</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>3</b>		<b>UMAMAKHESHWARI</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>4</b>		<b>DR.ROBERT ANTONY</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>5</b>		<b>DR.NISHALAKSHMI</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>6</b>	<b>II YEAR</b>	<b>DR. SEETHALAKSHMI</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>7</b>		<b>HEMALATHA C</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>8</b>		<b>PRAVEENA P</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>9</b>		<b>SHINU K</b>	<b>10</b>	<b>500</b>	<b>5000</b>
<b>10</b>		<b>ATHULYA C</b>	<b>10</b>	<b>500</b>	<b>5000</b>

11	III YEAR	RAJESH C	10	500	5000
12		DR. PREETHA R	10	500	5000
13		DR. VIPIN P SIVARAM	10	500	5000
14		AMALA A K	10	500	5000
15		DR VINEETHA MOHAN	10	500	5000
		<b>TOTAL</b>			<b>75,000</b>

#### EXTERNAL MENTORING SESSIONS

Sl.No	Date	External Mentor	Class	Hours Engaged	Rate per hour	Amount
1	15/01/19	Praveen M U	III	5	1500	7500
2	31/01/19	Anitha M P	III	5	1500	7500
3	31/01/19	Nandajan K A	I	5	1500	7500
4	31/01/19	Praveen MU	II	5	1500	7500
5	01/02/19	Anitha M P	II	5	1500	7500
6	01/02/19	Praveen M U	I	5	1500	7500
7	02/02/19	Nandajan K A	III	5	1500	7500
8	02/02/19	Anitha M P	I	5	1500	7500
9	02/02/19	Swapna Vinod	II	5	1500	7500
10	03/02/19	Nandajan K A	II	5	1500	7500
11	03/02/19	Swapna Vinod	III	5	1500	7500
12	05/02/19	Swapna Vinod	I	5	1500	7500
13	05/02/19	Pandiraj M (TVM list)	II	5	1500	7500
14	06/02/19	Pandiraj M (TVM list)	I	5	1500	7500
			<b>Total</b>	<b>70 Hrs</b>		<b>1,05,000</b>

**GD and Interview Skills**

Sl.no	Date	Resource Person	Class	Hrs Engaged	Amount
1	01/02/19	Sreepriya Balakrishnan	III	5	7500
2	09/02/19	Sreepriya Balakrishnan	III	5	7500
			<b>Total</b>	<b>10 Hrs</b>	<b>15,000</b>

**Induction Programme**

V.no	Date	Item	Amount
1	23/10/2018	Tag file &Pen	420
2	23/10/2018	Xerox	500
3	30/10/2018	Lunch , Tea &Snacks	1080
		<b>TOTAL</b>	<b>2000</b>

**Stationery Kit**

V.no	Date	Item	Qty	Rate	Amount
1	04/11/18	Note book	90	30	2700
		Pen	90	10	900
			<b>Total</b>		<b>3600</b>

**Study Materials**

V.no	Date	Item	Qty	Amount
1	22/03/2019	SSC- CGL TIER 1	90	36, 000
2	22/03/2019	G K GUIDE	90	9000
			<b>Total</b>	<b>45, 000</b>

### Tea and Snacks

V.no	Date	Item	Amount
1	03/02/2019	Tea & Snacks	6300
2	09/02/2019	Tea & Snacks	3700
		<b>Total</b>	<b>10, 000</b>

### Office Expenses

V.no	Date	Item	Qty	Amount
1	22/10/2018	Stationery		500
2	04/11/2018	Xerox ment.kit		1500
3	08/11/2018	Tonner refill		500
4	10/01/2019	Xerox		950
5	09/02/2019	RP Lunch	15	1050
			<b>Total</b>	<b>4500</b>

### Coordinator Honorarium

V.no	Date	Amount
1	22/03/2019	15,000
	<b>Total</b>	<b>15, 000</b>

### Conclusion

The WWS Programme for the year 2018-19 was successfully completed in the Government Arts and Science college Kozhinjampara. It was a collaborative effort of all the mentors, both external and internal, and mentored under the guidance of the principal, Dr. Mani. Surely this programme provided both mentors and mentees an opportunity to re-invent their personality. As coordinator it was a delightful experience for me and I wish to thank all the students, teaching staff and non-teaching staff for their support and encouragement.



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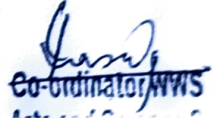
AT Submission

194

Request you to grant us permission  
to conduct the NHB motivational visit  
(2019-20) scheduled ~~to be~~ from 19.2.2020  
to 21.2.2020.

Thanking you.

Nathukel  
19.2.2020.

  
Co-ordinator NWS Prasad  
Govt. Arts and Science College  
Kozhijampara, Palakkad-678554

Govt. Arts & Science College, Palakkad - WWS Motivational visit - WWS Coordinator, staff and students of this college - Sanctioned - Orders issued.

Order No. A1/396/2019/WWS

Dated: 19/02/2020

Read :- Request received from Sri. Prasanth K.V., WWS coordinator dated 19/02/2020 .

**ORDER**

As per the reference cited, sanction is accorded for the conduct of Motivational Visit of the WWS coordinator, staff and students of this college to visit Munnar (Tea Board Museum, Mattupetty Indo-Swiss Farm and KFRI) from 19/02/2020 to 21/02/2020 subject to the conditions and restrictions laid down in the Government Order and also as per the details furnished below .

**Details of the Proposal**

1. Number of students : 30 Nos. (22 girls & 8 boys)
2. Place proposed to be visited : Munnar (Tea Board Museum, Mattupetty Indo-Swiss Farm and KFRI)
3. Duration of the period of tour: 19/02/2020 to 21/02/2020
4. Staff accompanying the party : 1. Sri. Prasanth K.V., Asst. Professor (Male)  
2. Sri. Vimal K.P., Asst.. Professor (Male)  
3. Smt. Thangalakshmi (Librarian on contract)
5. Mode of conveyance : Tourist Bus



Copy to :

1. Sri. Prasanth K.V., WWS coordinator
2. Head of the Department of English & Microbiology

*Amala A.K.*  
19/2/2020  
**PRINCIPAL**

Govt. Arts & Science College  
Nattukal P.O., Palakkad (Dt.) Kerala  
Ph : 04923272883

*Received  
for  
...*

# GOVERNMENT ARTS & SCIENCE COLLEGE

KOZHINJAMPARA, PALAKKAD

WWS PROGRAMME (2019-2020) – MOTIVATIONAL VISIT

## PROFOMA

### PROPOSAL FOR THE MOTIVATIONAL VISIT

1. Name of College : Government Arts & Science College,  
Kozhinjampara, Palakkad
2. Academic year : 2019 - 2020
3. No. of students participating: Boys : 8 Girls: 22 Total: 30
4. Proposed date of commencement  
of tour : 19-02-2020
5. Date of completion of tour : 21-02-2020
6. Total No. of days : 3
7. Programme Chart :

#### Day 1

Departure from college at 8.30 pm  
Overnight bus.

#### Day 2

Arrival at Munnar at 8am. Tea Board Museum – Tea treatment  
Plant- Lab – Auditing Wing

Visit to nearby Tourist Places

Night stay at Munnar

#### Day 3

Visit to Vaguara Estate – Mattupetty Indo- Swiss Farm .

While returning – visit to KFRI – Visit to Oushadi

Evening 6 pm reach college

8. Date of Departure and time: 19-02-2020 8-30 PM  
Arrival date and time: 21-02-2020 6 PM.

9. Name, Signature and designation of staff accompanying the party:

~~Dr. Vipin P Sivaram~~

Dr. Vimal K P

Prasanth K V

9/3  
15/2/2020

SL NO.	NAME OF STUDENTS	SEX	SIGNATURE
1	VAISHNAVI U	F	<u>Varshnavi</u>
2	VAISHNAJA U	F	<u>Naishan</u>
3	AFREENA S	F	<u>Afreena</u>
4	ANARSHA P	F	<u>Anarsha</u>
5	ABIRAMI	F	<u>Abirami</u>
6	SREETHU	F	<u>Sreethu</u>
7	PRINJU	F	<u>Prinju</u>
8	CHANDAVARNA	F	<u>Chandavarna</u>
9	VIDITH	M	<u>VIDITH</u>
10	AFSAL	M	<u>Afsal</u>
11	SATCHIDANANDAN	M	<u>Satchidanandan</u>
12	SUJITH	M	<u>Sujith</u>
13	FELIX	M	<u>Felix</u>
14	SRUTHI:S	F	<u>Sruthi</u>
15	ANEESH. SB	M	<u>Aneesh</u>
16	SANDEEP. M	M	<u>Sandeep</u>
17	SANJIL C	M	<u>Sanjil</u>
18	SNEHA. KD	F	<u>Sneha</u>
19	HABNA SHERIN	F	<u>Habna</u>
20	MEGHAN	F	<u>Meghan</u>
21	MEGHAR	F	<u>Meghar</u>
22	RESHMA. P	F	<u>Reshma</u>
23	AISWARYA	F	<u>Aiswarya</u>
24	MINSAMOHAN	F	<u>Minsamohan</u>
25	SREJA.	F	<u>Sreja</u>
26	SREELAKSHMI	F	<u>Sreelakshmi</u>
27	ADITYA BALAN	F	<u>Aditya</u>
28	VIKASINI	F	<u>Vikasini</u>
29	SIMI	F	<u>Simi</u>
30	JISHA	F	<u>Jisha</u>


### WWS Motivational Visit Report 2019-20

The name KDHP has bagged numerous awards at the prestigious Golden Leaf India Awards, Southern Tea Competition since its inception. The company had also bagged the award for 'Best Fleet Operator' in the Kerala state energy conservation awards in 2010. They provided us a warm welcome and the scholars were introduced to latest techniques involved in the field. The various methods involved in Tea processing and quality assurance gave students a new insight regarding the whole process. The scholars were also introduced to the dynamic career of Tea testing which proved a real eye opener for them as a unconventional but an exciting career option with a fat salary.

The visit to Mattuppetti farm enabled them to see the latest techniques being adopted in our primary sector. The production of animal goods; such as meat, dairy, wool, and leather; is a multi-billion-dollar-per-year industry. To meet projected demand for animal products, the industry must streamline production and advance capacity to prevent, detect, diagnose, and treat animal diseases. The health and quality of livestock is influenced by genetics, care, nutrition, and environment. The quality of animal products is affected by production methods and marketing practices. Mattuppetti farm is a pioneer in this regard in the state.

Interaction with the researchers and staff at the institutions mentioned gave the scholar an actual picture of the of various practices followed at these institutions. Furthermore, Students were exposed to the professionalism in these institutions. Commerce and English Students learned about marketing and other commercial aspects of KHDP and Indo-Swiss farm. The science students focussed on the research and development activities carried out in these institutions.

25.02.2020

  
Prasanth. K V  
WWS Coordinator  
(2019-20)



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