



Mahatma Gandhi University
Priyadarsini Hills P. O.
Kottayam, Kerala - 686560

(Re-accredited by NAAC with A Grade)

Criterion 6

6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Other Offices

College Development Council

College Development Council started functioning in this University from 15-02-1990 for proper planning and sustainable development of recognized colleges under Mahatma Gandhi University.

Under the University Grants Commission Act, 1956, the College Development Council was in close contact with the colleges to bring the colleges under the purview of Section 2(f), 12(B) and thereby remain instrumental in the development of the colleges.

The application of various colleges for inclusion in the 2(f) list under the UGC Act, 1956 is sent to the UGC with the recommendation of the University Registrar.

The Director of the College Development Council is a member of the Selection Committee for examining the eligibility of Aided College Teachers for promotion to Professor and conducts interviews.

Faculty Development Programme

During this period Council conducted number of training/Faculty Development/ Workshop for teachers of University departments and affiliated colleges.

A two - week workshop on "Research Methodology" was conducted from 3rd December to 17th December 2018 under the auspices of College Development Council for teachers of affiliated Colleges and University Departments at the School of Pure and Applied Physics, MG University. 113 teachers participated in the workshop. Participation and duty certificates were issued in this regard

One week training programme on Research Methodology conducted for University and College Teachers at SPAP, MGU from 20th to 24th January 2020

As per the Notification No. CD 1/01/ISTP/2019 dated 07.12.2021 Faculty Development Program (FDP) was conducted from 20th to 24th December 2021 through online for the teachers of the University Departments / Affiliated Colleges.

Seminar/Conference/Workshop

The international/national/state level seminars/conferences/workshops etc. in various colleges conducted under the auspicious of College Development Council.

The Director of College Development issues certificates related to various national and state level seminars, workshops, discussions etc. Participation certificates for seminars organized by UGC with financial assistance and on its own were also issued from this office. Apart from this, a fee of Rs.30/- is charged for certificates of seminars and workshops organized by self-supporting colleges.

Career oriented Add on Courses

Although the period of twelfth plan of UGC has ended, the certificates of add-on courses conducted in various colleges during that period are being approved by the Director , College Development Council.

College Development Council supports faculty members of affiliated colleges for their project proposal to different agencies for financial assistance to strengthen their research activities. Council also support them for the final submission and also for the completion of the project and other various administrative assistance to complete their project.

MAHATMA GANDHI UNIVERSITY



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CRITERION - VI

Other Offices of the University

Mahatma Gandhi University

Department of Student Services

Introduction

The Department of Student Services was established in 1987 aimed at the welfare of the students of affiliated/constituent colleges and schools of the University to promote social and cultural activities among them. The Department since its inception has been administering the works related to the collection of University Union Fee, Student Welfare Fund and annual premium toward Student Accident Insurance Policy

The Director of Student Services is the honorary treasurer of the University Union. He also serves as the cultural coordinator for the Inter University cultural programmes sponsored by the Association of Indian Universities/other agencies. This Director of Student Services is also holding the charge of Nodal Officer (Anti-ragging) to co-ordinate anti-ragging measures/activities of institutions under the University.

Inter University Youth Festivals

Every year the Department of Student Services co-ordinates the University teams to participate in the South Zone and National Inter University Youth Festivals conducted under the auspicious of Association of Indian Universities.

University Youth Festival

The Inter Collegiate Youth Festivals are organized by the University Union annually to promote art and cultural talent among the students. It also aims to encourage friendship and fellowship among young artists by giving them an opportunity to display their talents on a common platform. The date and venue of the festival is fixed by the Union in consultation with the Vice-Chancellor. There is a steering cum Appellate Committee (SAC) to supervise and control the conduct of the programme.

Department Students' Union Youth Festival

Department Students' Union Youth Festivals are organized by the University Union annually to provide the opportunity to our students to come to a common platform for displaying the cultural and artistic talents. The programme ensures excellence in music, dance, theatre, literary activities and fine arts. The date and venue of the festival is fixed by the Union in consultation with the Vice-Chancellor. There is a steering cum Appellate Committee (SAC) to supervise and control the conduct of the programme.

Grace Marks

Since 1987, University is awarding Grace Marks to winners of Inter Collegiate Youth Festival to encourage students who are proficient in cultural activities. Later, University included the winners of South Zone and National Inter University Youth Festivals as beneficiaries of Grace Marks. The applications for claiming Grace Marks shall be submitted with required documents to the Director of Students Services for further necessary action.

Students Safety Insurance Scheme

The Group personal Accident Insurance Policy, GPAIP, giving insurance cover to the students of the university departments and of the affiliated colleges, was started in the year 1991 with premium of Re.1 per student per annum. In 1997, the premium was raised to Rs. 2/-. GPAIP scheme is now renamed as Student Safety Insurance Policy.

This scheme covers death claim up to Rs.20, 000/- (Rupees Twenty thousand only) and in-patient medical expenses due to accidents up to Rs.1, 500/-(Rupees One thousand five hundred only) of a student. Present rate premium is Rs. 2/- per student annum. The University plans to increase the insurance coverage amount considering the present social scenario.

A BRIEF REPORT: 2018

1. Republic Day parade

A cash award of Rs.5000/- each was sanctioned to the NSS/ NCC children who participated in the Republic Day Parade in SWF estimates. The maximum number of children allowed for a cash award in a year is capped at 20. In 2018, there were 7 eligible students who participated in the Republic Day Parade.



2. Kamalnayan Bajaj Memorial Inter University Elocution competition

The University was invited to participate in the Kamal Nayan Bajaj Memorial National Speech Competition. According to the rules, only one student representing the university is given the opportunity to participate in the competition. Participants are expected to maintain decorum where the competition is hosted.



SHIKSHA MANDAL
(Established in 1914)
Jammalal Bajaj Marg, Civil Lines, Wardha

47th Kamalnayan Bajaj
Memorial
National Elocution Competition 2023

Topic: India@75: Society,
Economy and Governance;
Looking Back, Planning Ahead (English)
भारत@७५: समाज, अर्थव्यवस्था, शासन; भूत एवं भविष्य (हिन्दी)

Date: 22nd & 23rd January 2023
Venue: Bajaj Institute of Technology,
Arvi Road, Pipli, Wardha - 442 001,
(Maharashtra)

Prizes
1st Prize - ₹ 15,000
2nd Prize - ₹ 10,000
3rd Prize - ₹ 7,500
for English & Hindi Separately

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A BRIEF REPORT: 2019

1. National Seminar at KE College, Mannanam

Department of Statistics and Computer Applications, KE College, Mannanam, organized a One day National Seminar entitled 'CYBER FORENSICS AND INTELLECTUAL PROPERTY RIGHTS IN CYBER SPACE on 29th August 2019 in collaboration with IQAC and Cyber Cell Kottayam. This topic is relevant especially among computer professionals. The aim of this seminar is to act as a catalyst to raise awareness regarding computer forensic which continues to grow as one of the most important branch of science and help in the investigation of cyber crimes which one of the most potent threats to the Internet and computer users of the cyber society.

A seminar on "Application of Statistics in Clinical Industry" in association with Alumni, was conducted on Nov 1, 2018. Ms. Devi Gopalakrishnan, Senior Manager, PPD, Bangalore, was the resource person. After that there was a fruitful interaction with PG students



2. Workshop on Folklore at Al- Ameen College

This procession incorporated various art forms of Kerala such as Oppana, Margamkali, Thiruvathira and Chendamelam. Girls bearing thalappoli and other students with placards explaining the folklore art forms also accompanied the procession from our college to Al-Ameen International Public School and Al-Ameen College of Paramedical Sciences. Volunteers dressed in traditional costumes performed various art forms to the delight of the spectators.



3. National Seminar at Saintgits College of Applied Sciences

Saintgits College of Applied Sciences organized one-day seminars comprising topics that empower students and teachers not only with knowledge and skills but also with the ability to clarify their thinking required for today's modern education. The college also organizes workshops designed for teachers and students to have a clear and practical focus to acquaint them with the latest methodologies and develop their skills. The workshops were meant to help the participants upgrade themselves as professionals and also learn about the various new career opportunities for professionals working in diverse segments.

4. Physically Challenged Students scholarship for 7 students

[Rep Mahatma Gandhi University organised Physically Challenged Students Scholarship Programme. In this programme, poor girls, visually and physically challenged and students from weaker section of the society were awarded scholarships which would provide study material, classes, refreshments and many more enthusiastic features free of cost.](#)

5. South Zone Youth Festival at Sri Padmavathi Mahila Viswa Vidyalaya, Thirupathi

The 36th Dakshina Region Kalotsavam was held at Sri Padmavathi Mahila Vishwa Vidyalaya Tirupati from 2018 October 7-11. The all-time Mahatma Gandhi University team consisting of 43 students and 4 officials participated in and achieved a prestigious victory by becoming the

runner up Mahatma Gandhi University in the Youth Festival. Rs.3,50,000/- in two installments for the start-up expenses of the arts festival Rupees 1,50,000/- were offered.



6. National Youth Festival at Amity University, Noida

Amity Youth festival 2019 is a 3-day annual event organised by the students of Amity University, Uttar Pradesh. Hon'ble Founder President of Amity Group, Dr. Ashok K. Chauhan's mission is to: "Develop the overall personality of students by making them not only excellent professionals but also good individuals, with understanding and regard for human values, pride in their heritage and culture, a sense of right and wrong, and learning.

This mission forms the backdrop of Amity Youth Festival 2019, which the young students of the University are organizing from 27th Feb to 1st March, 2019 keeping in mind the significance of innovation, interaction, information, communication and technology.

7. South Zone Youth Festival Alagappa University Karekkudi

Alagappa University hosted the 35th Inter University South Zone Youth Festival. ALAGU FEST-2019. Students from various south zone universities actively participated and showed their talents in the 35th Inter University South Zone Youth Festival" ALAGU FEST- 2019 was organized by Cultural Club of Alagappa University. Our University Cultural Club organised cultural rally by showcasing "Unity in diversity" and as an opening ceremony of the South Zone Youth Festival. Twenty seven completion items were conducted and 1253 students from 36 Universities were participated.



8. National University Youth Festival Chandigarh University Feb 1-6,2019

Embracing the artistic legacy, Chandigarh University (CU) is all set to host the upcoming 34th Inter University National Youth Festival “CU Fest 2019”, making it the biggest artistic celebrations in the country. A blend of cultural ethnicity enfolding different creative genres will be displayed during this five day cultural extravaganza, celebrating the cultural depth of the Indian society. Showcasing music, dance and creative arts, alongside national cuisine, sports and sideshows. CU Fest has a long history of being the biggest youth celebration.



A BRIEF REPORT: 2020

1. Exhibition at St Thomas College Jan 23 & 24, 2020

The main reason behind organising science exhibitions or science fairs is to provide a platform to students where they can implement the various scientific theories/methods through various

projects/models. In other words, a science exhibition is a platform where students can showcase how much they have understood the different scientific theories through their projects/models. It also helps to build the ability for teamwork and cooperation among students



2. “Nava Keralam, Yuva Keralam”

Students’ Council organised five events in the month of May to relieve the students from isolated depression and frustration. The events were “Sing O Corona”, “Dance to the Beat”, and “Pen a Caption”, “Enact a Scene” and “Sketch a Cartoon”. Five students participated in Sing O Corona, Five in Dance to the Beat, seven students in Pen a Caption and three in Sketch a Cartoon. The students were reluctant to participate in the events as the competitions were done online. The students were not familiar with the online tools and hence, participation was minimal. The winners of the event were given prizes and certificates.

A BRIEF REPORT: 2022

1. Anti-Drug Seminar/Workshop on “ Njan marunnu enniloode ee Samoohavum” for Students

Anti-drug programmes were conducted in all the affiliated and constituent colleges for students during the span of six months from September to February.



2. Distribution of Scholarship for NCC/NSS Volunteers who participated in the Republic Parade

Mahatma Gandhi University distributed scholarship for NCC/NSS students who participated in the Republic Day Parade on 26.01.2022. 34 students participated this year.

3. Distribution of Scholarship for the Physically Challenged Students

Mahatma Gandhi University distributed scholarship for the Physically Challenged Students . 23 students received this scholarship.

4. Distribution of Scholarship for Transgender Students

Mahatma Gandhi University distributed scholarship for six Transgender Students.

5. Cultural Scholarship for Students

Mahatma Gandhi University distributed scholarship for the South Zone Winner Students and a total of nine 9 students got this scholarship.

6. Cash award for Inter University Winner Students

Mahatma Gandhi University distributed scholarship for the inter university Winner Students to eight students.

7. Academic Seminar Conducted in 2022-23

Mahatma Gandhi University conducted academic seminar for the year 2022-23. There are 15 seminar conducted in this year

8. Youth Festival Anekha 2023

Mahatma Gandhi University conducted Youth Festival Anekha 2023 in Maharajas College, Ernakulam. More than 3000 students participated in the programme.

9. “Dheerodhatham” Students Union Nadkolsavam 2023 at Govt. College, Kattappana

Under the auspicious of the Mahatma Gandhi University Students’ Union 2021-2022 Students Union Nadkolsavam was conducted at Govt. college, Kattappana. The drama festival was inaugurated by the celebrated Theatre Artist Mohammed Perambra. The fest was named “Dheerodhatham”. A total of 32 dramas were staged during the programme.



10. “Lahariyalla Theruvu” Programme of the Government of Kerala and organized by the District Administration, Kottayam

Drug free Streets' Campaign: Shastri Road became the centre of attention with the district administration of Kottayam launching the campaign against drug abuse with the title "Lahariyalla Theruvu"

The campaign instilled a renewed sense of strength and energy to the anti-drug movement in Kerala. To spread the message of 'Addicted to Life', more than 100 socio-cultural programs were organised at the famous Shastri Road located in the heart of the town. Various competitions for school and college students were also conducted.



Join us on these streets, Let's unite against this addiction.

Conclusion

The objective of the the Department of Student Services is to provide the student youth various opportunities to get themselves familiarized with the glorious cultural heritage of India. Campaigns, festivals, cultural activities are also intended to inculcate in them a spirit of adventure, co-operation, creation of excellence in the domain of art and culture and feelings of fraternity, patriotism, unity and brotherhood.

Director

Sd/-

Department of Student Services

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CRITERION - VI

Other Offices of the University

NATIONAL SERVICE SCHEME

Mahatma Gandhi University National Service Scheme started functioning in 1983. Since then the cell has been playing a vital role in nation building.

Under the able leadership of the then Programme Co-ordinator Prof (Dr.) K Sabukuttan the University had bagged the prestigious Indira Gandhi National Award during 2012-13 and 2013-14.

The cell was bestowed the meritorious NSS State Awards 5 times during 2005-06, 2006-07, 2007-08, 2013-14 and 2015-16. Being instrumental in making Kottayam the full 100% literate town in India is a landmark in the history of NSS.

During National Calamities like flood in 2018, Covid -19 and other alarming situations, the Mahatma Gandhi University NSS rendered its remarkable services to the society. Home for the homeless, maintenance of houses, cleaning activities, vaccine registration, mask and sanitizer making, biodiversity parks, palliative care units, blood donation, distribution of food, dress and medicines to the needy, anti drug campaigns etc are some of its earmarked activities.

PLANTATION

The NSS units under Mahatma Gandhi University observed the world environment day on the 5th June every year. Saplings were planted and seminars and debates were conducted on the importance of day and regarding global warming.



BLOOD DONATION

The NSS Volunteers under MG University took active participation in the blood donation camp. Over 2 lakhs people benefited from our donors during the period.



HEALTH / EYE IMMUNIZATION CAMPS

More than 2000 health/eye immunization camps were conducted in the colleges and the adopted villages under the leadership of the NSS Units. Many of the village people, students and teachers benefited through this mission.

AIDS AWARENESS CAMPS

World Aids day has been observed in each college. Aids awareness camps, debates, quiz competitions and rallies were conducted as part of the Aids awareness programmes. Red Ribbon Clubs were reorganized and members were added to the club.



ENVIRONMENT AWARENESS

Seminars were conducted on Environment awareness. Clean campus-green campus, plastic free campus, plastic free roads and public places etc were became part of the environment awareness campaign. All NSS Units under MG University actively participated in the above campaign.



CLEANLINESS ACTIVITIES

As part of the flood relief activities , many villages like Chellanam were cleaned by our NSS volunteers. Along with our volunteers, teachers, people from coastal areas and many revenue, police, fire force officials also took part in our venture.



Other than coastal regions, many drainages and canals were cleaned during the period and our volunteers were appreciated and certificates were issued by the district authority.

SWACHH BHARAT ABHIYAN

Swach Bharat Abhiyan or Clean India Mission is a country wide campaign initiated by the Government of India to eliminate open defecation and improve solid waste management.



It also aims to increase awareness of menstrual health management.

As part of this mission, seminars and awareness programmes were conducted among the female volunteers on the usage of menstrual cups and how to avoid plastic wastes of sanitary napkins.

AWARENESS CAMPAIGN ON COVID 19

Many awareness campaigns against Covid -19 were conducted all over the University. Masks and Sanitizer were produced at college level and distributed among the public. Our NSS Volunteers actively participated in the vaccine registration drive.



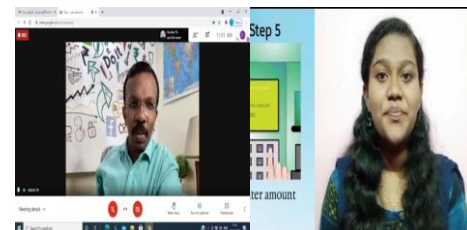
AWARENESS ON RENEWABLE ENERGY

Awareness on solar energy programmes were conducted in many NSS units. By using solar energy in our homes and vehicles, we can see remarkable changes in air pollution which will finally work against global warming. NSS volunteers were trained in making solar lamps.



WORK ON DIGITAL LITERACY AND CASHLESS INDIA

Campaigns were conducted in colleges and public places on Digital India. People were promoted to use online applications in all Government and Non Government organizations and how to make use of cashless transactions with the help of the NSS volunteers. Many Kudumbasree units were given training in usage of ATM debit/credit cards and how to file online applications.



ANTI DRUG CAMPAIGN /OTHER AWARENESS PROGRAMMES

Say 'NO to Drugs' campaign and awareness programmes were conducted against the usage of drugs among the youth. Many webinars were arranged at unit levels with the co-operation of police & excise departments.



Other awareness programmes on dowry, gender discrimination, POCSO cases etc were conducted at various colleges.



PROJECTS OF NSS

1. **SCHOOL ADOPTION** - Each NSS unit adopt a school (Govt/Aided) from the adopted village for a period of 5 years and works for the all round development of the students and their parents.



2. **“SNEHAVEEDU”** -Home for homeless - Mahatma Gandhi University NSS has launched a project named ‘Snehaveedu’ aiming affordable housing for the poor and the needy.



3. **BIO DIVERSITY PARK AT CAMPUS** - This project intends to establish a bio diversity park in each college to conserve the genetic stock available at the existing site of the park.



4. **DRINKING WATER CONSERVATIVE PROJECT**- In this project, the Mahatma Gandhi University NSS is aiming to find out and protect the nearby sources of freshwater ponds, rivers and rivulets.



5. **SUSTAINABLE TOURISM DEVELOPMENT PROJECT** - This project is aiming to introduce the unending possibilities of sustainable tourism to the society. Each unit finds a tourism destination in the nearby locality to develop the same with the help of the participatory village.



6. **PALLIATIVE CARE UNIT** - In order to develop love and affection to the old and to give emotional support to them, each NSS unit forms a palliative care unit of 15 to 20 members.



7. **LEGAL AWARENESS** - In order to give legal awareness on cyber law, constitution, human rights, dowry, traffic rules, environment, narcotics etc, classes were arranged periodically.

8. **ORGANIC FARMING IN COLLEGE & ADOPTED VILLAGE** - A team of 10 - 20 volunteers who are interested in farming and agriculture is formed in each college and to convert the barren land in the college, adopted school and participatory village into vegetable/ fruit garden.



9. **CARBON NEUTRAL CAMPUS** - NSS Units play an active role in making each campus green & Clean and to avoid plastic waste to protect the campus carbon neutral.



10. **BLOOD DONATION CELL**- Each NSS unit prepares a blood data bank including the entire students in the college as well as the former students and to donate blood to the needy on time.



11. **DISASTER MANAGEMENT TEAM** - Each NSS Unit with the help of NCC Cadets forms a disaster management team in each college and help the society at the time of disasters. Mahatma Gandhi University is planning to make such a team called *MGU Team on Spot*.



PRE REPUBLIC DAY CAMP

South zone pre RD camp for 2022 was allotted to Mahatma Gandhi University and the camp was held from 9th to 18th November 2022 at Swamy Saswathikananda College, Poothotta under the leadership of Mahatma Gandhi University NSS. Participants from Kerala, Karnataka, Tamilnadu & Pondicherry took part in the camp.



Three Volunteers from Mahatma Gandhi University were selected for the Republic Day Parade at Delhi during January 2023.



1. Gouri. S, Nirmala College, Muvattupuzha
2. Arundhati Nambiar, Govt. Law College, Ernakulam
3. Akhil Rajan, NSS Hindu College, Changanassery,

WE CARE PROJECT

‘We Care’ is a project implemented under the Kerala Social Security Mission for supporting people who suffered from various chronic diseases and are not covered under any

other welfare projects. Mahatma Gandhi University NSS has contributed 11 lakhs rupees for the ‘ we care’ project.



NSS SANGAMAM



University level NSS awards were distributed at the mega event of ‘NSS Sangamam’ inaugurated by the Hon. Higher Education Minister Dr. R. Bindhu in the presence of Hon. Minister for Co-operation Sri. V.N Vasavan on 20th Oct 2022.

Along with the special camps and regular activities, NSS units under Mahatma Gandhi University are aware of their social commitments and are doing their best in nation building.



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Criterion 6

Other offices of the University

UNIVERSITY HEALTH CENTRE

Campus life period is a transition period to college life, from mates, peer relationship, put strain on health of a college student. There are many times a student ignore health concerns(illness and injury) in the midst of academics, commitments and responsibilities. Here comes the importance of campus health.

Similarly workplace health of employees and teachers focus on prevention of illness and injury and that supports a safe environment to work.

The University Health Centre as a fullfledged medical unit working to meet with health needs of the students, teachers and employees on outpatient since 2002. The centre is managed by a full-time medical officer from 10am –5pm

In addition to the medical officer, there are two staff nurses, one lab technician and one office attendant.

Location

The university health centre is located near the administrative block

Our Motto is

“ service with “LOVE”

Objectives

1. To promote health and wellness
2. To render care for the ill
3. To provide routine health check ups
4. To prevent communicable and non communicable diseases
5. To help to increase mental health
6. To increase awareness on health issues and its management
7. To help to live in a healthy life style
8. To support the creative use of available resources

9. To document medical informations

We value,

- *Respect for All
- *Excellence in service
- *Compassionate care to All
- *Honesty and integrity
- *Freedom to express opinions
- *Confidentiality of health and personal informations
- *Teamwork

Covid guidelines in health centre, M G University

Outpatient department (OPD) guidelines

1. Hand hygiene before entering into the health centre
2. Use of hand sanitizers
3. Thermal scanning
4. Covid checklist
5. Minimised persons accompanying with patient
6. Minimised time for patient waiting
7. Social distancing
8. Informative posters about hygiene and protections
9. Sanitization of area where patient is occupied
10. Referral for Covid test
11. Health education

Hospital staff guidelines

1. regular information on pandemic
2. Hand hygiene, sanitation, use of face masks, face shield, social distancing
3. Reporting medical officer immediately if any patient or staff has symptoms
4. Strict infection control protocols in all areas of hospital
5. Contaminated equipments for disinfection and sterilization
6. Monitoring staff frequently for development of symptoms
7. Quarantine for primary contact and Covid positive staff

Visitors guidelines

Limited visitors

Hand hygiene, sanitation, use of face masks, social distancing

Activities done by university Health Centre during Covid pandemic

1. Health education to employees and students on Covid spread, and its prevention by hand washing, use of sanitizers, use face mask and social distancing. Leaflets given
2. Distribution of face masks to employees and students
3. Distribution of sanitizer
4. Free Covid screening test(both Covid antigen and RTPCR) in connection with corona cell, Dept of Health services
5. Post Covid clinics
6. Free vaccination drive to employees went for Election in connection with Athirampuzha PHC, Dept of Health Services
7. Mass education of students on Covid guidelines in the campus
8. Clarification Covid related doubts
9. Fumigation of sections or departments where persons infected with Covid
10. Reporting of Covid cases to university authorities
11. Fever ward
12. Distribution of medicines to students positive and isolated for Covid
13. Psychological counselling services
14. Guidelines to hostel matrons Covid prevention and quarantine among students
15. Instruction to security guards on thermal scanning techniques

Disinfection and sterilization in University Health Center

1. Heat sterilization including steam for wrapped dressing sets, cotton, gauze and pad at 121-132 degree Celsius for 30 minutes
2. Routine cleaning:-high touch surfaces every day(counter, tables, door, chairs, toilets, sink, beds, cement slabs, dressing trolley
3. Soft surfaces and Visible dirty surfaces cleaning by soap and water
4. Bed sheets, pillow covers, towels and curtains by washing in hot water and drying in sunlight

5. Cleaning of Electronic items using alcohol
6. Disinfection of Oxygen masks, nebulisation masks and catheters by liquid soap and warm water
7. Changing of distilled water of oxygen cylinder in every 2 weeks

Service available:-

1.Primary care

- *Wellness and preventive care
- *Injury care
- *Treatment for acute illness and first aid management

2.Routine care

1. Physical examinations/ physical consultations
2. Screening for hypertension , diabetes, obesity, anaemia and other conditions

3. Mental Health

- *Mental health screening
- *Psychological counselling-individual and group counselling
- * Referral service

4.Laboratory services

All Lab tests are being done here.

5. Pharmacy services

We provide some prescribed medicines at stock(tablets and injections.)

6. Health education

Provision of health education programmes on various health topic

7. Infection control

- *Proper hand washing facility and hand washing techniques
- * Use of sterile techniques in procedures
- *Use of sanitizers
- *Covid protocol
- * Daily and weekly routines for cleaning
- *Sterilization unit to sterilize hospital equipments

8.Outpatient/observation basis

* outpatient services-is available during regular working hours with medical consultations

*observation services – some interventions need observation for a particular period in ward as decided by the Medical Officer

9. Referral services

If the patient's condition requires specific diagnostic/ therapeutic intervention, then referred to higher centre.

10. Waste disposal system

we have a proper Biomedical waste management system in connection with KEIL,Ernakulam

11. transportation facility

transportation of patients is arranged by university authorities

l. Approval of leave for disability,disability,significant health condition

m. Approval for medical reimbursement

Registers in the University Health Centre

Stock register

Op register

Lab register

Observation register

Medicine register(sSeparate register for tablets and Injection)

Dressing register

Register for infection control

Sterilization register

Journal club register

Health Awareness programme register

Register for biomedical waste disposal

Referral register

In 2017, there were two part time doctors.All services including lab services were given from healthcentre. Health education to staff and students given.

In 2018, there were two part time doctors.All services including lab services were given from healthcentre. The number of patients attended health centre for various services increased, especially during the rainy season.Due to outbreak of Nipah, the patients reached here for clarifying various doubts and no contacts were reported in the University.

In 2019, there were two part time doctors.All services including lab services were given from healthcentre.About 5420 patients attended health centre for various services.

Activities in 2020

Two part time medical officers worked during this period. During covid pandemic out break,the health centre team given health education to students and employees.Team visited various departments and sections .Instructions on covid prevention given. Face masks distributed to them.Covid protocol followed in the health centre. A fever ward was started to observe for all fever cases.Covid screening test were arranged by university for students and employees.Those who were suspected for covid were referred.Lab was functioning fully.Due to lock down the number of patients availing services from health centre was reduced . All services were available here irrespective of pandemic.The total number of patients attended in 2020 was1827.

During 2021 two part time medical officers were working here.When offline classes were started to students health centre provided health awareness on 'covid guidelines in the campus '.Instructions given on covid -its symptoms, management, prevention.Hand washing, use of mask, use of sanitizers demonstrated.Covid guidelines in the class room as well as hostel were emphasised.In the centre, about 2182 patients attended for medical services.Covid screening for staff and students done.Covid vaccination in connection with Athirampuzha PHC had done during 2021.Also,We have started biomedical waste management system.

During 2022, two part time doctors worked here.All services were available.we had started medical records system for documentation.This was kept confidentially.The students and staff were given medical record number. Patients details except disease conditions are entering in to the electronic software till now.The total number of patients availed service were 5444





NURSES' ROOM



CONFERENCE HALL



MAHATMA GANDHI UNIVERSITY



Mahatma Gandhi University
Priyadarsini Hills P. O.

Kottayam, Kerala - 686560

(Re-accredited by NAAC with A Grade)

CRITERION - VI

Other Offices of the University

**UNIVERSITY EMPLOYMENT INFORMATION AND
GUIDANCE BUREAU
MAHATMA GANDHI UNIVERSITY**



REPORT

FROM 01/01/2017 TO 31/12/2022

**Priyadrshini Hills
Kottayam**

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PREFACE

National Employment Service Department, Government of Kerala started this office at Mahatma Gandhi University in a rental building in 1990 and have performed with limited resource during the first phase. After shifting to the own building constructed with financial assistance of U G C in 2008 this Bureau began its multifaced activities in the field of vocational guidance. With the whole hearted support from the University this office conducted various programmes such as career seminar, personality development seminar, civil service orientation programme, coaching classes for competitive examination etc. under the guidelines of Employment Exchange Department. Utilizing the funds received from Government of Kerala under the plan scheme career exhibitions are conducted at various Higher Secondary schools. A number of candidates who attended coaching programmes here have cleared UGC- NET/JRF exam and have placed in various rank lists.

A brief report about the activities of this institution during the year 2017 to 2022 is placed with great pleasure and satisfaction. In future also we will take maximum effort to achieve the best results for the educated youth.

P.D.Hills

Dr. Rajesh Many

Chief

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INTRODUCTION

The concept of vocational guidance is inherent in the placement services. Guidance is considered beneficial for the individual as well as to the society. It helps an individual by providing assistance in solving problems relating to choice of career, occupational change and adjustments. From the stand point of the society, it is one of the means of achieving proper utilization of manpower. Indirectly, it helps in raising productivity and in minimizing unemployment/under employment. Vocational Guidance is an aspect of guidance having focus on the problems relating to vocational life. Guidance Services are therefore a constellation of services concerned with educational, vocational, personal, social or health aspects, such labeling has been done for practical considerations. Guidance services are an integral part of the National Employment Service.

The University Employment Information and Guidance Bureau under the National Employment Service Department, Government of Kerala is functioning in every university. The University Employment Information and Guidance Bureau of Mahatma Gandhi University commenced its activities in May 1990. The Bureau was shifted to the new building, constructed by the financial assistance received from UGC, in July 2008. The Bureau has a Chief, Deputy Chief, two Clerks and a Office Attendant. The University nominates a Professor / Director of a statutory teaching department as Chief. The Deputy Chief and other staff are National Employment Service (Kerala) department employees.

1.1) Functions/Objectives of the Bureau

- To collect and disseminate Career Information.
- To highlight opportunities for higher studies.
- To disseminate information on scholarship, fellowships, financial assistance, available in India and abroad.
- To render vocational guidance to students.
- To assist students for securing employment.
- To give information on various competitive examination.

- To conduct career guidance classes, seminars and career talks and give guidance on group discussions to equip students for better performance and personality development.
- To register Post graduate degree holders in general stream and Professional degree holders for employment assistance.
- To prepare Employment Information Bulletin to help students in their Educational and Vocational Planning.

1.2) ADVISORY COMMITTEE

The Bureau functions as per the decisions of the advisory committee under the chairmanship of the Hon'ble Vice chancellor. The committee also consists of two syndicate members, the Registrar of the University, Employment Director from the state Government and other six members. The advisory committee meets once in every year to evaluate the functions of the Bureau during the previous year and decide new programmes for the coming year.

1.3) CAREER INFORMATION ROOM

The Bureau has a functional library and at present it has 1264 books and other study materials. Publications like The Hindu, Malayala Manorama Daily, Mathrubhumi Daily, Kerala Gazette, Employment News, PSC Bulletin, Tozhil Vartha, Thozhil Veedhi, University News of AIU, Competitive Success Review, Banking Service Chronicle, Civil Service Chronicle, World Focus, Yojana, Competition Wizard, Prathiyogita Darpan etc. are currently subscribing and are readily made available for reference to the visitors. The students from the university departments and the students of this institute are using this facility. The students opined that the atmosphere of the library is much helpful to prepare for competitive examination.



1.4) SMART CLASS ROOM

Quality education is an essential requisite in today's competitive environment. Technology has affected us in every aspect. The smart classes is a modernized method of education in Indian education scenario which provides quality education to students by helping them in better concept formation, concept elaboration, improvement in reading skills and academic achievement. The Bureau has two air conditioned classrooms with 50 seat capacity. Each classroom is equipped with a projector facility. The and digital



2) CAREER TALKS

The Deputy Chief visits at least 3 educational institutions in a month under the jurisdiction of the University for delivering career talks. Career talks mainly focus on employment trends, competitive examinations, interview techniques, job oriented courses. The techniques for attending the interview and personality development techniques are also included in the career talks. Mock interviews were also conducted during the career talk sessions.



3) INDIVIDUAL GUIDANCE

Vocational counseling is a method of helping an individual in planning his career, choosing an individual in planning his career, choosing an occupation, course of education, training, apprenticeship etc. and in making, effective adjustments for a productive satisfying career. It consists of one or more interviews with the individual who has given such help. The interview is planned on the basis of the Bio-data supplied by the individual.

Deputy Chief studies the Bio-data and prepares himself for conducting the interview to discuss specific opportunities or aspects relevant to the problems revealed in the personal Information form.

SINo.	YEAR	NO. STUDENTS ATTENDED
1	2017	177
2	2018	183
3	2019	205
4	2020	182
5	2021	304
6	2022	409

4) INDIVIDUAL INFORMATION

Deputy Chief or any other member of the staff entrusted with such responsibility is answering the enquiries about training facilities, job opportunities or other aspects of career planning etc. Similar enquiries made over telephone should also be attended to and answered expeditiously. In the event that the desired information is not readily available and if it is expected to be procured within a reasonable time an interim reply should be taken to obtain the information from appropriate sources and the query answered when information is obtained.

SINo.	YEAR	NO. OF STUDENTS TO GET INDIVIDUAL INFORMATION
1	2017	571
2	2018	712
3	2019	1394
4	2020	1242
5	2021	1591
6	2022	1068

5) GROUP DISCUSSION

Group Discussion is being extensively used along with personal interviews for the final selection of candidates. It plays a main role in selecting the best among the best. Having scored high marks, students who get selected for a higher/another course or employment are placed on a par - on equal footing - based on their age, qualification and experience. It becomes necessary to conduct further screening for choosing a few among many. It is here, the Group Discussion plays an important part. It helps in choosing the socially suitable candidate among the academically superior achievers. It is one of the best tools to study the behavioral and attitudinal responses of the participants.



SINo.	YEAR	NO.OF GROUP DISCUSSION	NO. OF STUDENTS ATTENDED
1	2017	24	160
2	2018	29	160
3	2019	48	222
4	2020	36	212
5	2021	37	206
6	2022	37	229

6) COACHING PROGRAMMES

Another major function of the Bureau is to conduct coaching classes for the competitive examinations at the state and national levels. The Bureau conducts coaching classes for UGC/CSIR - NET examinations, various competitive examinations conducted by the Kerala Public Service Commission, Banks/IBPS , Staff Selection Commission, Railway Recruitment Board etc..These coaching classes were conducted by collecting a fee of Rs 2500/- from the participants. 50% fee concession is given to Scheduled caste, Scheduled tribe, BPL and Differently abled candidates. The honorarium granted to the resource persons is Rs 500/- per hour. Printed/Photocopies of notes and other study materials are given to each participants. If

sufficient funds are available from Govt. of Kerala or Mahatma Gandhi University free coaching programmes were also conducted.

Interactive sessions with the successful candidate is arranged with the fresh students to motivate them. The Students were given opportunity to prepare and present interested topic in the classroom.

Bureau conducted various competitive examination coaching programmes as described below.

6.1 UGC/CSIR - NET COACHING PROGRAMME

The Bureau also conducts coaching classes to prepare the students for the UGC- NET examinations (with the financial assistance of the UGC). The main objective of the scheme is to prepare candidates for appearing in NET or SET so that sufficient number of candidates should become available for selection as Lectures in the University system. Admission to above courses are often limited to 50 students. These coaching programmes were conducted twice a year. (ie for the exams in June and December). The coaching classes were given for the General Paper.







6.2 BANK/IBPS COACHING PROGRAMME

Bank Jobs are becoming the greatest encouraging and also most secure jobs in Indian occupation industry. Banking sector has grown to be probably the most selected profession alternatives by young people nowadays thinking about numerous factors, advantages and employment growth.

Previously the banking institutions were recruiting applicants for a number of positions as their own initiative. But these days the complete recruitment in banking sector has become centralized by the Institute of Banking Personnel Selection (IBPS) in India and the applicants passing out the examination of Institute of Banking Personnel Selection acquire the more opportunity to undergo a number of recruitment procedures in several nationalized as well as scheduled banks. IBPS carries out common written test across our country to pick perfect applicants for several banks in India.

The Bureau conducts coaching class for banking competitive exam. Some coaching are free with aid of state government and some are paid. The coaching class is of 25 days duration and covers all topics of the exam.





6.3 KERALA PSC/SSC/RRB COACHING PROGRAMME

Growing trend has seen in recent years that more and more people are opting for government jobs. Besides the salary factor, there are pension and other benefits and most importantly job security that make Government jobs in India more and more popular. To get a govt. job is not so easy. It is based on written test and interview and appropriate qualifications to qualify the job. There are yearly vacancies for banks, railways, universities, colleges etc. for which you need to be fully prepared. Understanding the situation the Guidance Bureau arranged effective coaching classes to the candidates for equipping them facing competitive examinations conducted by Kerala PSC, SSC and Railway Recruitment Board.





**Details
of
Coaching
Programmes
conducted:**



YEAR	NAME OF COACHING PROGRAMME	NO. OF BATCH	NO. OF STUDENTS PARTICIPATED
2017	UGC-NET	2	103
	IBPS	3	164
	Kerala PSC	1	58
	Co-Operative Bank Jr.Clerk	1	34
	Interview Training	1	07
	Soft Skill Training Programme	1	26
2018	UGC-NET	5	282
	IBPS	2	114
	Kerala PSC	3	150
	Co-Operative Bank Jr.Clerk	3	154
2019	UGC-NET	4	208
	SSC/IBPS	2	83
	Co-Operative Bank Jr.Clerk	4	154
	Kerala PSC	3	157
	Railway Recruitment Board	1	42
	CSIR-NET	1	25
2020	UGC-NET	2	173
	Co-Operative Bank Jr.Clerk	1	169
	Kerala PSC	1	70
2021	UGC-NET	4	317
	Co-Operative Bank Jr.Clerk	2	360
	Kerala PSC	1	198
2022	UGC-NET	1	23
	SSC/IBPS	1	78

YEAR	NAME OF COACHING PROGRAMME	NO. OF BATCH	NO. OF STUDENTS PARTICIPATED
	Co-Operative Bank Jr.Clerk	3	280
	Kerala PSC	1	52

7) SUCCESSFUL CANDIDATES

The Guidance Bureau has emerged as a successful training center in competitive examination in government sector. The notable features of this training institute is the inclusion of economically backward candidates in such programmes. Some of the successful candidates who attended the different coaching programmes like Kerala PSC Secretariat Assistant, University Assistant, Railway Recruitment Board Exam, UGC NET etc. and acknowledged here are listed below.

SI No.	Name	Competitive Exam cleared	Remarks (Now Working)
1	Abhijith M S	UGC-NET	
2	Dona Babu	UGC-NET (Management)	
3	Thomas Sabu	UGC-NET (Commerce)	
4	Minu Joseph	UGC-NET , JRF (English)	
5	Anju Treesa Saji	UGC-NET (Commerce)	
6	Fathima Shirin Shaji	UGC-NET (Commerce)	
7	Shimmy Rosy P A	UGC-NET (Education)	
8	Jithin Johnson	UGC-NET (English)	
9	James V George	UGC-NET (Commerce)	
10	Athira Ravisankar	Jr.Clerk (Co-Op.Bank)	CSEB
11	Pranav P S	Jr.Clerk (Co-Op.Bank)	CSEB
12	Abin K Thomas	Police Constable	KPSC

SI No.	Name	Competitive Exam cleared	Remarks (Now Working)
13	Feba Simon	UGC-NET (Commerce)	
14	Maria Shaji	UGC-NET	
15	Aparna U	UGC-NET (English)	
16	Jithin Thomas Abraham	UGC-NET (Phys, Edn.)	
17	Kishor K	UGC-NET (Mass Comm. & Journalism)	
18	Sharu P John	UGC-NET, JRF (Psychology)	
19	Devu S Babu	UGC-NET (Commerce)	
20	Deepa Kuruvilla	UGC-NET (English)	
21	Athulya K Sodaran	UGC-NET (Commerce)	
22	Joel George	UGC-NET+JRF(Commerce)	
23	Reshma Elsa Reji	UGC-NET(Mass Commn.)	
24	Akshara Unni	Staff Nurse	KPSC
25	Aparna Merin Mathew	UGC-NET (Commerce)	
26	Neethu Mohan	UGC-NET, JRF (Commerce)	
27	Anila Visvas A	HSST	KPSC
28	Rejani Alex	UGC-NET (Edn)	
29	Lakshmi O J	Probationary Officer	Kerala Gramin Bank
30	Aiswarya S Menon	LD Clerk	KPSC
31	Arun R	LDC	KPSC
32	Saravan Sasidharan	LDC	KPSC
33	Shehanamol K A	LDC	KPSC
34	Amrutha K R	UGC-NET (Psychology)	

SI No.	Name	Competitive Exam cleared	Remarks (Now Working)
35	Jibin George	Junior Engineer	SSC
36	Dhanya Joy	UGC-NET	
37	Tomson Thomas	Jr.Clerk (Co-Op.Bank)	CSEB
38	Philcy Philip	UGC-NET (English)	
39	Sneha K Joseph	Staff Nurse	KPSC
40	Thara Raveendran	Staff Nurse	KPSC
41	Ajay Abraham	UGC-NET (Commerce)	
42	Anjaly Jacob	UGC-NET (Management)	
43	Keerthy T R	UGC-NET (Management)	
44	Anjana Sabu	UGC-NET (English)	
45	Christy Kuruvilla Thomas	UGC-NET (English)	
46	Ann Rose Tom	UGC-NET, JRF (Commerce)	
47	Rose Mary Jose	UGC-NET, JRF (English)	
48	Arya Mohandas	Staff Nurse	KPSC
49	Jisha Gopi	Staff Nurse	KPSC
50	Akhila K S	UGC-NET	
51	Priya P Chettickal	Staff Nurse	KPSC
52	Gouthami Haridas	Jr.Clerk (Co-Op.Bank)	CSEB
53	Gittu Baby	UGC-NET (Commerce)	
54	Brijin Cherian	UGC-NET	
55	Sujith Sunny	Bank Clerk	Canara Bank
56	Anu P Mathew	UGC-NET (Commerce)	

SI No.	Name	Competitive Exam cleared	Remarks (Now Working)
57	Rincy Tesin	Jr.Clerk (Co-Op.Bank)	CSEB
58	Jithin N O	Jr.Clerk (Co-Op.Bank)	CSEB
59	Siyad P E	University Assistant	KPSC
60	Bhagyalakshmi	UGC-NET, JRF (Commerce)	
61	Vanishamol P V	UGC-NET(Commerce)	
62	James Siby	UGC-NET, (NET)	
63	Yamuna M Namboothiri	UGC-NET, JRF (Malayalam)	
64	Aleena Sajan	UGC-NET (English)	
65	Nirupama Elizabeth	UGC-NET (Political Science)	
66	Rishad V	UGC-NET (English)	
67	Merlin Anna Thomas	UGC-NET	
68	Martin E C	Jr.Clerk (Co-Op.Bank)	CSEB
69	Sruthy Mohan	UGC-NET (English)	
70	Athira P S	UGC-NET (Malayalam)	
71	Merin V Kurian	Jr.Clerk (Co-Op.Bank)	CSEB
72	Lakshmi Sasidharan	UGC-NET (English)	
73	Gireesh Kumar N	Bank Clerk	IBPS

SI No.	Name	Competitive Exam cleared	Remarks (Now Working)
74	Felix Abraham	UGC-NET(Commerce)	
75	Hyma M	UGC-NET, JRF	
76	Dina Cherian	UGC-NET, JRF(Social Work)	
77	Akshara R Prasad	UGC-NET (English)	
78	Divya Elsy Mathews	UGC-NET	
79	Salini S Panicker	Jr.Clerk (Co-Op.Bank)	CSEB
80	Sreelakshmi M	UGC-NET (English)	
81	Safna Rasheed	Woman Civil Exice Officer	KPSC

8) CAREER INFORMATION ACTIVITY

Bureau prepares posters based on **various job opportunities under State and Central Government institutions.** These posters were distributed to Employment Exchanges, various Educational Institutions, Public Libraries etc.

ഇന്ത്യൻ സായുധസേനകളിലേക്ക് സ്വാഗതം

സായുധസേനയിലെ തൊഴിൽ അവസരങ്ങൾ (10, +2 ജയിച്ചവർക്ക്)

ഇന്ത്യൻ എയർഫോഴ്സ്	ഇന്ത്യൻ നേവി	ഇന്ത്യൻ ആർമി
<p style="text-align: center;">എയർമാൻ</p> <p>1) ഗ്രൂപ്പ് X (എഞ്ചിനീയറിംഗ് ഇൻസ്ട്രക്ടർ ട്രെയിൻ ഒഴികെ) യോഗ്യത: പുസ്തകം 50% മാർക്ക് (Maths, Physics, English) അല്ലെങ്കിൽ എഞ്ചിനീയറിംഗ് ഡിപ്ലോമ (50% മാർക്ക്)</p> <p>2) ഗ്രൂപ്പ് Y യോഗ്യത: പുസ്തകം 50% മാർക്ക് (any stream)</p> <p>3) ഗ്രൂപ്പ് Y (മെഡിക്കൽ അസിസ്റ്റന്റ് ട്രെയിൻ) യോഗ്യത: പുസ്തകം 50% മാർക്ക് (Physics, Chemistry, Biology & English)</p> <p>പ്രായം : 21 (upper age limit as on date of enrolment) ഉയരം: 152.5 സെ.മീ.</p> <p style="text-align: center;">www.careerindianairforce.cdac.in</p>	<p style="text-align: center;">സെയിലർ</p> <p>യോഗ്യത: പുസ്തകം 60% മാർക്ക് (Maths, Physics, Chemistry & Biology/ Computer) പ്രായം: 17 - 20 ഉയരം: 157 സെ.മീ.</p> <p>മെട്രിക് റിക്രൂട്ട് യോഗ്യത: പത്താം ക്ലാസ്സ് പ്രായം: 17 - 21 ഉയരം: 157 സെ.മീ.</p> <p style="text-align: center;">www.joinindiannavy.gov.in</p>	<p style="text-align: center;">സോൾജർ</p> <p>1) ജനറൽ ഡ്യൂട്ടി പത്താം ക്ലാസ്സ്, ഉയരം: 166 സെ.മീ. പ്രായം 17½ - 21</p> <p>2) ട്രെയിൻഡാൻ പത്താം ക്ലാസ്സ്, ഉയരം: 166 സെ.മീ.</p> <p>3) ക്ലാർക്ക്/ സ്റ്റോർ കീപ്പർ പുസ്തകം 50% (Maths, English) ഉയരം: 162 സെ.മീ.</p> <p>4) ടെക്നിക്കൽ പുസ്തകം 50% (Physics, Chemistry, Maths) ഉയരം: 165 സെ.മീ.</p> <p>5) നേഴ്സിങ് അസിസ്റ്റന്റ് പുസ്തകം 50% (Physics, Chemistry, Biology) ഉയരം: 165 സെ.മീ.</p> <p>പ്രായം: 17½ - 23</p> <p style="text-align: center;">www.joinindianarmy.nic.in</p>
<p style="text-align: center; font-size: small;"> നെഞ്ചുവറ്: 5 സെ.മീ വികസിപ്പിക്കാൻ സാധിക്കണം. തുക: ആനുപാതികം തിരഞ്ഞെടുപ്പ് രീതി: 1) Physical Fitness Test 2) Physical Measurement Test 3) Medical Test 4) Common Entrance Exam * വിജയികൾക്ക് വെബ്സൈറ്റ് തൊഴിൽ ഉറപ്പു വരുത്തേണ്ടതാണ്. ഉയർന്ന ശമ്പളം, ഇൻഷുറൻസ് പരിരക്ഷ, ട്രാവൽ കൺസൺ, മറ്റ് അലവൻസുകൾ, പെൻഷൻ, വാർഷിക അവധി തുടങ്ങിയ ആകർഷകമായ ആനുകൂല്യങ്ങൾ യൂണിവേഴ്സിറ്റി എംപ്ലോയ്മെന്റ് ഇൻഫർമേഷൻ ആൻഡ് റെഗുലേഷൻ ബ്യൂറോ, മഹാശാസ്ത്രി യൂണിവേഴ്സിറ്റി, കോട്ടയം, Tele Ph: 0481 - 2731025, Email: ugbktn.emp.lbr@kerala.gov.in (കേരളസർക്കാർ എംപ്ലോയ്മെന്റ് എക്സിക്യൂട്ടീവ് വകുപ്പിന് കീഴിലെ സ്ഥാപനം.) </p>		

കേന്ദ്രസമ്പദ്ദേശ സർവ്വീസിലെ വിവിധ ഗ്രൂപ്പ് ബി, സി ഒഴിവുകൾ നികത്തുന്നതിന് നടത്തുന്ന വിവിധ മത്സരപരീക്ഷകൾ
സ്റ്റാഫ് സെലക്ഷൻ കമ്മീഷൻ പരീക്ഷകൾ **റെയിൽവേ റിക്രൂട്ട്മെന്റ് പരീക്ഷകൾ**
 കിരൈഞ്ചി ഗ്രാമ്പുവേലി ലെവൽ എക്സാമിനേഷൻ കിരൈഞ്ചി ഹയർസെക്കണ്ടറി ലെവൽ എക്സാമിനേഷൻ റെയിൽവേ റിക്രൂട്ട്മെന്റ് ബോർഡ്

- തസ്തികകൾ**
 ഇൻകോർപ്പറേറ്റ് ഇൻസ്പെക്ടർ, കമ്പ്യൂട്ടർ ഇൻസ്പെക്ടർ, സി.ബി.ഐ സബ് ഇൻസ്പെക്ടർ, ഡിവിഷണൽ അക്കൗണ്ടന്റ് അസിസ്റ്റന്റ് സെന്റർ മെന്റലിറ്റി / സെന്റർ വിജ്ഞാപന കമ്മീഷൻ / കേന്ദ്ര ഗവ. വകുപ്പുകൾ, ആഡിറ്റർ, തുടങ്ങിയവ
- ശമ്പള സ്കെയിൽ**
 9300 - 34800 + ഗ്രേഡ് പേ (4200/4600)
 5000 - 20200 + ഗ്രേഡ് പേ (2400/2800)
- യോഗ്യത**
 അംഗീകൃത ബിരുദം
 (ശാരീരിക യോഗ്യത - ഇൻസ്പെക്ടർ / അസിസ്റ്റന്റ് സിബിഐ / കമ്പ്യൂട്ടർ)
- പ്രായം**
 18 - 27 / 20 - 27 (ഇളവുകൾ അനുവദിക്കുന്നു)
- പരീക്ഷാ രീതി**
 രണ്ട് ഘട്ടങ്ങളുള്ള ബേർകിംഗ് ടൈപ്പ് മത്സര പരീക്ഷ, കമ്പ്യൂട്ടർ പ്രോഫിഷ്യൻസി ടെസ്റ്റ്, പേഴ്സണാലിറ്റി ടെസ്റ്റ് / ഇന്റർവ്യൂ
- സ്ഥലം**
 മനറൽ ഇൻഫർമേഷൻ സിസ്റ്റംസ് എഞ്ചിനീയറിംഗ്, മനറൽ അഡ്മിനിസ്ട്രേഷൻ ടെക്നോളജി ഓഫീസ്
- അപേക്ഷ ക്ഷണിക്കുന്ന സമയം**
 രണ്ട് - ഇരുന്ന്

പരീക്ഷാ കേന്ദ്രം

Website - Staff Selection Commission: www.ssc

കേരളത്തിൽ പോലീസ് സേനയിലെ ഒഴിവുകൾ

സബ് ഇൻസ്പെക്ടർ	സിവിൽ പോലീസ് ഓഫീസർ	പോലീസ് കോൺസ്റ്റബിൾ ഡ്രൈവർ
യോഗ്യത: ബിരുദം പ്രായം : 20 - 31* ഉയരം: 165.10 സെ.മീ.* എട്ട് ഇനങ്ങളിൽ അഞ്ചെണ്ണത്തിൽ യോഗ്യത നേടണം 1) 100 meters Run, 2) High Jump, 3) Long Jump, 4) Putting the shot, 5) Throwing the cricket Ball, 6) Rope Climbing, 7) Pull up or Chinning, 8) 1500 Meters Run	യോഗ്യത: പ്ലസ് ടു പ്രായം : 18 - 26* ഉയരം: 168 സെ.മീ.* എട്ട് ഇനങ്ങളിൽ അഞ്ചെണ്ണത്തിൽ യോഗ്യത നേടണം 1) 100 meters Run 2) High Jump, 3) Long Jump, 4) Putting the shot, 5) 200 Meters Run, 6) Throwing the throw ball, 7) Shuttle Race, 8) Skipping	യോഗ്യത: പത്താം ക്ലാസ്സ്, ഹെവി ഡ്രൈവിങ്ങ് ലൈസൻസ്, (HPV,HGV) മോട്ടോർ സൈക്കിൾ ലൈസൻസ് അടികാലും പ്രായം : 18 - 26* ഉയരം: 160 സെ.മീ.* 

* ഉയരം, പ്രായം എന്നിവയ്ക്ക് നിയമാനുസൃത ഇളവ് ലഭ്യമാണ്

പബ്ലിക് സർവീസ് കമ്മീഷൻ നടത്തുന്ന എഴുത്ത് പരീക്ഷയുടെയും, ശാരീരിക ക്ഷമ പരീക്ഷയുടെയും അടിസ്ഥാനത്തിലാണ് നിയമനം.

* വിഭാഗവിവരങ്ങൾ വെബ്സൈറ്റ് നോക്കി ഉറപ്പു വരുത്തേണ്ടതാണ്.

കൂടുതൽ വിവരങ്ങൾക്ക് www.keralapsc.gov.in സന്ദർശിക്കുക.

യൂണിവേഴ്സിറ്റി എംപ്ലോയ്മെന്റ് ഇൻഫർമേഷൻ ആൻഡ് ഗൈഡൻസ് ബ്യൂറോ,
 ഹോതോമാങ്ങി യൂണിവേഴ്സിറ്റി, കോട്ടയം,
 Tele Ph: 0481 - 2731025, Email: ugbktm.emp.lbr@kerala.gov.in
 (കേരളസർക്കാർ എംപ്ലോയ്മെന്റ് എക്സിക്യൂട്ടീവ് വകുപ്പിന് കീഴിലെ സ്ഥാപനം.)

9) CAREER SEMINARS

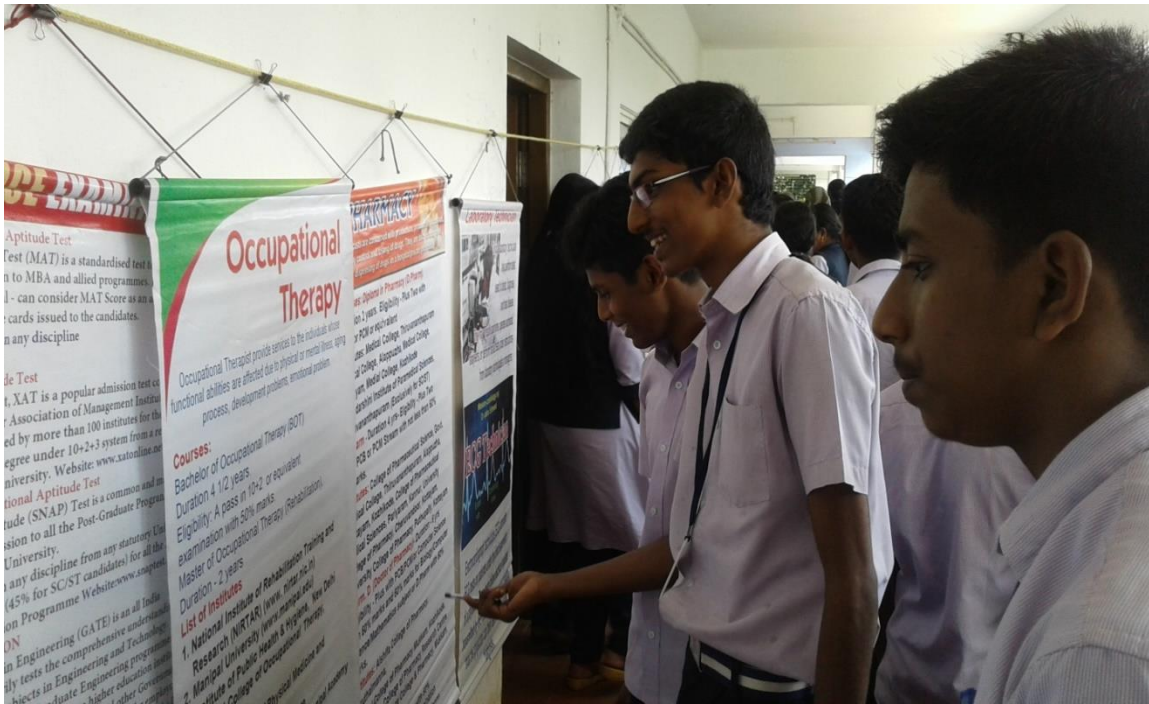
Career guidance and counseling contributes to greater efficiency in the labor market, which is reflected in a greater employability and mobility of the workforce and the increased percentage of successful education.

The Guidance Bureau conducted a series of Career Seminars in various colleges and higher secondary schools under the jurisdiction of the University. The purpose of such seminars was to train and equip the students to perform better in job interviews and also for their overall personality development. Bureau conducts one day Career Seminar in colleges and higher secondary schools to create awareness among the students on career opportunities and soft skill development. Seminar would focus mainly on career trends in India and abroad, opportunities for higher studies, how to face an interview and also on Personality development. University and National Employment Service Department grant funds for these programmes. Eminent resource persons are invited for the purpose. Bureau prepared more than 100 charts about higher studies and courses and these are also exhibited along with the career seminar.

SINo.	YEAR	NO. OF INSTITUTIONS	NO. OF STUDENTS ATTENDED
1	2017	46	6125
2	2018	52	4589
3	2019	44	3828
4	2020	34	3235
5	2021	35	4059
6	2022	31	2864









10) SOFT SKILL DEVELOPMENT PROGRAMME

Soft skills are a combination of interpersonal people skills, social skills, communication skills, character traits, attitudes, career attributes, social intelligence and emotional /intelligence quotients among others that enable people to effectively navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills. A person's soft skill is an important part of their individual contribution to the success of an organization.

The Bureau conducted softskill training programmes utilizing the funds received from Employment Exchange Department.. The duration is 4-5 days. Group discussion and mock interviews are included in the programmes. Eminent resource persons were invited for conducting these programs.



11) CAREER INFORMATION PAMPHLETS

The Guidance Bureau is publishing **Information Pamphlets** with details of various new generation courses, career opportunities, examinations conducted by various recruiting agencies etc. and issuing copies to all employment exchanges in Kerala.

12) EMPLOYMENT INFORMATION BULLETIN

The Guidance Bureau collects details of job opportunities through Kerala Public Service Commission, Railway Recruitment Board, Staff Selection Commission, Union Public Service Commission etc. and publishing a monthly Bulletin named **“EMPLOYMENT INFORMATION BULLETIN”**. This Bulletin is forwarded to various Public Libraries, Employment Exchanges and interested career seekers.

13) JOB FAIR

The National Employment Service Department, in co operation with Mahatma Gandhi University, District Employment Exchange, Kottayam, Model Career Centre, Kottayam and Employability Center, Kottayam conducted mega jobfair named **‘BRIGHT MINDS 2022’** to help job seekers in finding better employment in private sector. A large number of students from this University have participated in this programme.









14) OTHER ACTIVITIES

The Guidance Bureau conducts various informative and awareness activities for students and employees.

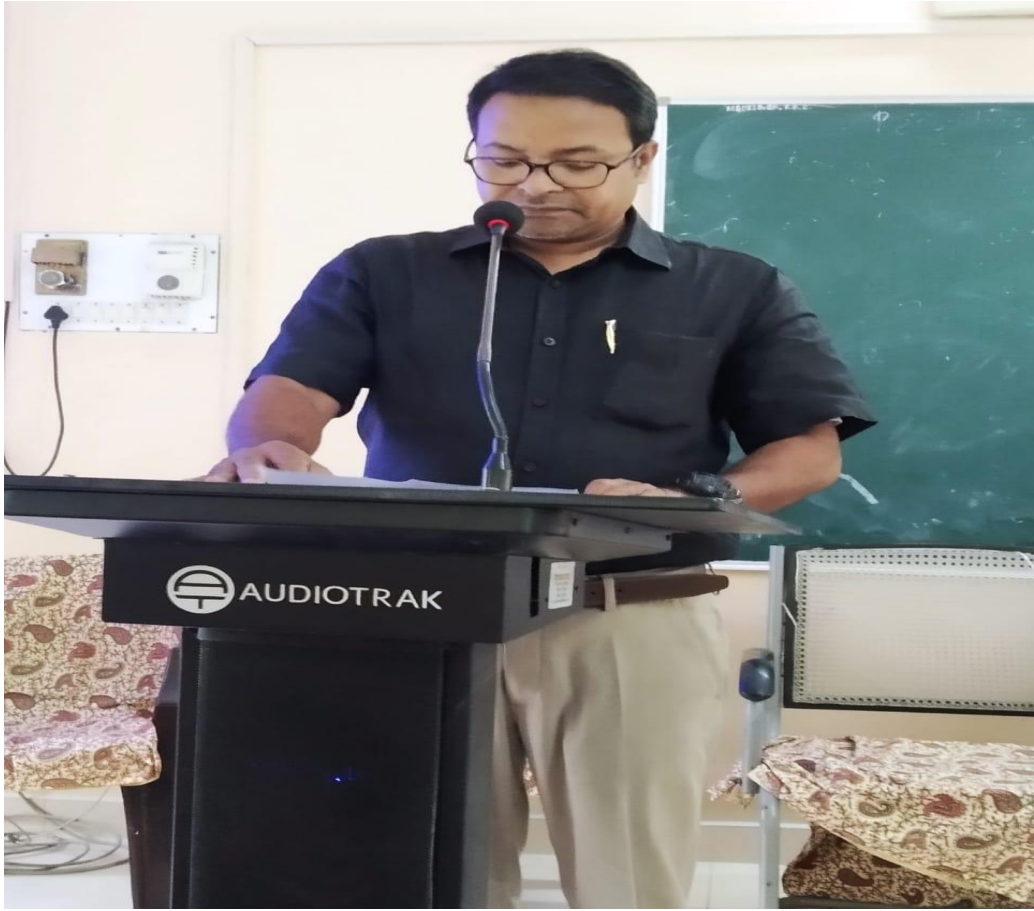




Seminar on Monitoring and Evaluation Methods in Development Projects









Awareness Programme by Vigilance Department





Saphalam – 2019

On 30th November, 2019, Guidance Bureau conducted a programme –“Saphalam-2019” to honor the Successful candidates, who have participated in the coaching classes conducted by the bureau and achieved great victory in different competitive examinations. An online examination training center also inaugurated on that day. Former Chiefs, Deputy Chiefs, Staff Members and Faculties were invited.









15) FEEDBACK

The evaluation of the programme has done after every programme. The general impression of the programme, performance of the resource persons, quality of the study material provided, general facilities given, performance of the Bureau etc were included in the printed feedback form. The feedback thus obtained were assessed and improvement measures were duly taken. The evaluation session provide more inspiration to Bureau for conducting further new programmes.

16) MODEL CAREER CENTER

As a part of National Career Service, Government of India, the Employment Exchange Department is transforming University Employment Information and Guidance Bureau as Model Career Centre with financial assistance of central Government. This centre connect local youth and other job seekers with all possible job opportunities in a transparent and effective manner through the use of technology as well as through counseling and training. This center is staffed by motivated and competent personal enabled with necessary tools and infrastructure.

17) LIST OF OFFICIALS HEADED THIS INSTITUTION DURING 2017-2022

Chief

Pro(Dr.) T V Thulasidharan

13.12.2010 - 31.05.2022

Dr.Rajesh Many

01.07.2022 - Continuing

Deputy Chief

1) Sri. G Jayasankar Prasad (01.01.2017 - 11.12.2019)

2) Sri. Deepu R (12.12.2019 - 07.10.2022)

3) Sri. Jayakrishnan K R (07.10.2022 - 31.12.2022)

18) CONTACT

University Employment Information and Guidance Bureau

Mahatma Gandhi University

PD Hills (P.O)

Kottayam, PIN:686560

Ph: (0481) 2731025

Email: ugbktm.emp.lbr@kerala.gov.in

Chief :

Dr.Rajesh Many

School of Gandhian Thought and Development Studies, Mahatma Gandhi University

MOB: 9037439358

Deputy Chief :

Sri. Vijayakumar G

Employment Officer, Employment Exchange Dept, Government of Kerala. **MOB:**

9496269265

Office Staff :

Sri. Nelson C J

(Senior Clerk)

Sri. Jeevesh K N

(Senior Clerk)

Sri. Riyas K A

(Office Attendant)

PHOTO GALLERY



PSC Coaching Class Inauguration

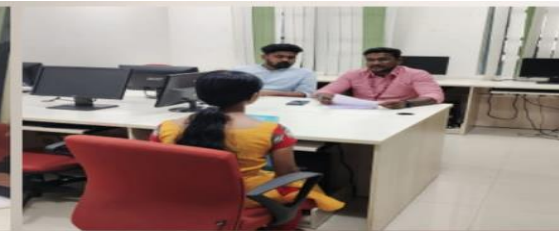
Career Guidance Seminars & Exhibitions





Job Drive







MAHATMA GANDHI UNIVERSITY



Mahatma Gandhi University
Priyadarsini Hills P. O.

Kottayam, Kerala - 686560

(Re-accredited by NAAC with A Grade)

CRITERION - VI

Other Offices of the University

Report of University Engineering Unit for the period of August 2017 to 2022 -

List of major works

Sl. No.	Work Name	Contractor's Name	Amount (Rs.)
DURING THE FINANCIAL YEAR 2017-2018 (from 01/06/2017)			
1.	School of International Relations & Politics - Construction of building for Library and Seminar hall.	D.Nelson	88,27,251/-
2.	SFI-SME-Manimalakunnu -Construction of new building in the 50 cents of land donated by the Rural Education Society.	K.K Abraham	4,37,14,249/-
3.	School of Computer Sciences-Electrification work for the newly constructed M.Tech. class room	C.T.Sanal Kumar	6,97,895/-
4.	Supply and providing 400 KVA outdoor transformer near IIRBS building for giving electrical power supply to IIRBS building	Kerala Electrical & Allied Engineering Co. Ltd.	7,10,206/-
5.	Laying interlock block at two sides of road from Chemical Science to main entrance and Gandhi Bhavan to Sairandhri Hostel and chain link fencing in the Campus.	Sabu Sebastian	25,13,559/-
6.	RUSA Project – Renovation and maintenance, painting and electrical works of various buildings.	S.Santhamma	3,03,53,583/-
7.	School of International Relations-Electrification work of the newly constructed seminar hall	M/s. Bharath Power Electricals	5,28,594/-
8.	Electrification of the 2 nd floor of SMBS	C.T Sanal Kumar	8,75,557/-
9.	Providing 400 KVA DG set in the sub station in the University Campus – supply of 400 KVA DG set	M/s. Powermech Diesels	24,49,250/-
10.	Modernisation of kitchen of Students' Hostels	M/s/ Chennatt constructions	42,77,610/-
11.	Construction of new carshed at the rear side of new Ad. Block	Benny Cherian	7,53,947/-

12.	Providing a 400 KVA outdoor transformer near IIRBS building for giving electric power supply to IIRBS building – Part I – Electrification work.	Sabu.C.T	18,93,455/-
13.	Construction of second floor of Central Library building	D.Nelson	87,09,671/-
14.	Providing fume hood for research labs S4, F4, F17, S17, F3 & G14 at School of Chemical Sciences	M/s. Modern Lab Interiors	11,69,820/-
15.	Construction of new road to Professor's quarters, to Senate Hall building and retarring of Campus roads	Sabu Sebastian	13,37,934/-
16.	Construction of Women's hostel in the premises of M.G. University	Biju Manual	1,69,71,278/-
DURING THE FINANCIAL YEAR 2018-19			
17.	Providing new rooms at the top of new Ad. Block	Babu Varghese	17,69,958/-
18.	Interior work to the third and fourth floor of SJPB	M/s. Macro Enterprises	50,04,674/-
19.	Electrification of newly constructed Professor's quarters in the premises of M.G.University Campus	Sabu.C.T.	8,10,837/-
20.	Electrification of newly constructed Women's hostel in the premises of M.G.University Campus	Chacko Antony	13,81,441/-
21.	Deepening, cleaning, side protection and allied works of the pond near playground at University Campus	Sabu Sebastian	18,94,079/-
22.	Interior work to the third and fourth floor of SJPB	M/s. Macro Enterprises	1,04,70,830/-
23.	Modernization of kitchen of students' hostels	M/s. Chennatt constructions	16,61,978/-
24.	Providing network to the cubicles in 4 th & 5 th floor of SJPB in the University Campus	M/s. Grace Enterprises	5,26,229/-
25.	Supply of transformer for the installation of 750 KVA additional transformer in the substation	M/s. Nebula Electricals	11,59,960/-

26.	Rainwater harvesting to buildings IIRBS, Assembly Hall, Students Amenities Centre, SIRS, School of Pedagogical Sciences, Old Pareeksha Bhavan and vehicle garage	Sunil Kumar.S	10,19,054/-
27.	SILT – General maintenance for painting, ramp for 1 st floor and office cabin and allied works	Sunil Kumar.S	29,54,428/-
28.	Electrification work for the second floor of central Library Building	M/s. Bharath Power Electricals	9,73,460/-
29.	Providing truss work to the first floor roof top of Health Centre building in the University Campus	Mathew Thomas	6,84,879/-
30.	Providing roofing sheet on the top of Old Pareeksha Bhavan in the University Campus	Mathew Thomas	7,30,367/-
31.	Providing light roofing sheet on the top of SJPB annexe building in the University Campus	Geeson George	26,26,257/-
32.	Renovation work of Directorate for Applied Short Term Programme in the University Campus	Sabu.P.N	15,68,724/-
DURING THE FINANCIAL YEAR 2019-20			
33.	HT installation in the University Campus – Electrification work for the installation of 750 KVA additional transformer in the substation	Sabu.C.T	14,90,344/-
34.	Electrification of newly constructed Professor's quarters in the premises of M.G.University Campus	Sabu.C.T	28,38,617/-
35.	SILT – Re-tarring and patch work of Campus road	Jayaprakash.K.K	5,02,642/-
DURING THE FINANCIAL YEAR 2020-21			
36.	Interior work to the third and fourth floor of SJPB	Macro Enterprises	19,16,222/-
DURING THE FINANCIAL YEAR 2021-22 & upto August 2022			
37.	Providing roof truss at the School of Letters in the University Campus	Mathew Thomas	10,24,244/-
38.	Repair and maintenance of old Canteen building in the University Campus	Mahesh V.O.	7,95,161/-

39.	Dismantling the old administrative block in the University Campus	Shabir Ibrahim	8,58,031/-
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MAHATMA GANDHI UNIVERSITY



Mahatma Gandhi University
Priyadarsini Hills P. O.

Kottayam, Kerala - 686560

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CRITERION - VI

Other Offices of the University

IT Wing

Annual Report 2022

Introduction

The IT Cell continues to make improvements to new and existing technology resources as we strive to meet the growing demands of the Students, University, Institutions, and Employees. Our major focus is to build a solid foundation for the future progress of the organization.

Our Mission

The mission of the IT Cell in line with that of the University's IT Policy, is to advance the use of technology in all aspects of the day-to-day operations of the University, to strengthen support services, teaching, and research.

Technology Highlights

Infrastructure

Security upgrade was performed with the installation of access control to the internet, using the existing firewall. In addition, the team is monitoring the traffic on the network and providing load balancing whenever required.

The access permissions to University DC (Data Center) were revised and set to IT policy standards. All major servers that were placed outside were moved into the DC for improved security. AMC renewal was done for all servers currently placed in the DC.

Server and Computer Upgrades

Memory upgrades were performed on the University DC server to enhance application performance and avoid page loading delays in examination sections. Also, memory upgrades were performed on developer PCs in the IT Cell that increased the efficiency of the software development team.

Hardware Inventory

All hardware devices (except the network) were audited and tagged. An asset record was created for hardware that is spread across the University campus and its satellite centers.

Information Technology Services Feedback

Discussions are taken with stakeholders and applications users, which will help the technical team to deliver features and increase user experience for end users.

Applications and Web Development

Mahatma Gandhi University utilizes ICT to make its services efficient, accessible and convenient for all end users. The University is taking all efforts to overcome the traditional paper-based system. With the existing IT infrastructure University was able to provide better services to its users.

Services Offered

Google Drive

The University utilizes the service offered by Google Drive as a temporary file storage system to manage unofficial files. This provides the employees the ability to store files and then share the files with other people within the domain.

Online Service Portfolio: List of online services under 4 quadrants:

1. University to Students

- a. Admission - 2022
 - i. Common admission portal (CAP) and Application for Common Admission Test (CAT) for University Schools
 - ii. Centralized allotment process for admission to UG/PG/B ED/M ED/IP programmes in affiliated colleges
 - iii. PhD: Entrance application
- b. Examination, Result and Certificates - 2022

- . Register for examination(s) and Phd Course work
- i. Department Management System - for University students to register course, register for examination, view results
- ii. View results when published and download e-copy of marksheet
- iii. Apply for Revaluation
- iv. Apply and download academic certificates like - Equivalency, Eligibility, Migration, Inter College Transfer, Medium of Instruction, Readmission, Condonation and Course Certificates
- v. Apply for Grade Card, Degree Certificate, Official Transcript, Verification of degree certificate and consolidated Mark List
- c. E Payment: Pay fees (to avail different services) online and also apply for refunds in case of duplicate transactions
- d. Online Courses:
 - . MGU Online Courses, for UG students in affiliated institutes
 - i. Vidyamrutam for departments students
 - ii. Open Courses offered through Youtube
- e. Grievance Redressal System - For students to submit complaints (Deployment scheduled for end on Mar 2023)

2. University to Employee and Teachers

- . Admission:
 - . QC verification and confirmation
 - i. CAP and CAT monitoring and admission processing
 - a. Examination, Result and Certificates
 - . Phd - Scholar management and Guide Management
 - i. Question Paper generation and transmission
 - ii. Hall ticket generation
 - iii. Score entry
 - iv. Examinations and Result (including revaluation) Processing

- v. Academic mapping
- vi. Web applications to process Certificates (Academic and Examinations)
- vii. Department Management System (Testing in progress): Process department student lifecycle
 - b. Employee management system which includes:
 - . Employees & Pensioners portal
 - i. Provident fund Management
 - ii. Biometric Attendance tracking system
 - iii. Online applications for Salary details, Life certificate
 - c. Unispark - onboarding employee data to Unispark
 - d. Financials:
 - . Online budget preparation and E-Payment reports
 - i. Direct Account Transfer - Status Checker for Teachers to verify payments processed by the University
 - e. Asset Management (Deployment in progress)
 - f. E-Office for Employees
 - g. University Management System - Teachers portal (Online system to store and track profile information of teachers in all affiliated institutes and schools)
 - h. Consolidated Dashboard for higher officials (Deployment in progress)

3. University to third party/Vendors/Affiliated Institutions

- . Online DCB for affiliated institutions
- a. Questions paper download for affiliated institutions
- b. Examination Registration, Examination attendance marking and hall ticket downloading for affiliated institutions
- c. QC verification and confirmation of students during admissions for affiliated institutions

4. University to University/Government

- . GEM
- a. Unispark - onboarding employee data to Unispark

Online Learning

Video streaming, storage, and access to online contents continues to be a success. Vidyamrutam onboards new sessions for 2022 admission students of the University.

Online examinations were conducted for 2500 students of affiliated institutions as part of an Online course offered by the University. Around 40000 students were enrolled in the course last year. Enrollment of new students continues.

2023 Priorities

- Security upgrades
- Redundant network fiber paths connecting different schools
- User interface improvements
- Performance fine tuning of web applications
- Deploy central database structure
- Feature enhancements and new features to existing system
- Analysis of NEP and its implementation



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CRITERION - VI

Other Offices of the University

DEPARTMENT OF PRINTING AND PUBLISHING

Director (i/c) : Dr. Sibu G Netto
Section Officer (i/c) : Smt. Bindu K Pazhoor
Assistant Section Officer : Smt. Dhanya J C

The **Department of Printing and Publishing** (DPP) undertakes the publishing of books from the perspective of the student community, as well as the society at large. At present, language text books prescribed for the CBCSS degree programme of the University, which includes English, Hindi and Malayalam, are being published by the Department. This is done by entering into agreements with reputed publishers, and signing Memoranda of Agreements (MoA) with them. The Department of Printing and Publishing is entrusted with the allotment of **International Standard Book Number** (ISBN) to books, text books, proceedings, monographs etc. authored / edited by faculty members, and published by the Department in collaboration with other departments of the University. The **Mahatma Gandhi University Books** (MGUB), the University book stall, is maintained by the Department. Books published by the Department as well as those of other known publishers are kept for exhibition and sale at the MGUB. The Department also maintains a library of about 2500 books relating printing, publishing, journalism, literature etc.