SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

MAJLIS ARTS AND SCIENCE COLLEGE

MAJLIS NAGAR PURAMANNUR, VALANCHERY
676552
www.masc.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Majlis Arts and Science **College is a multidisciplinary institution** affiliated to university of Calicut, approved by government of Kerala and **recognized under Section 2(f) of the UGC Act 1956**. Since its **inception in 1995** as **one of the first self – financing colleges in Kerala,** with a view to empower the rural community, the college has been imparting **value centered quality education** especially to the marginalized. College is located in a luxuriant green campus; spread over **12.4** acres of land at Puramannur in Irimbiliyam Grama Panchayath, in the educationally backward Malappuram district. The college got minority status from the Ministry of Minority Affairs, Government of India, New Delhi on 15-05-2012.

It is a premier higher educational institution run by AMLI constituted by a group of educationalists and philanthropists. Government of India has selected the college management and trustee to establish **Atal Tinkering Lab (ATL)**, **Atal Innovation Mission (AIM)** under the DARPAN Scheme. **College has participated in ARIIA 2021**. Beginning with a minimum four programmes in 1995, it has grown to the prestigious position as one of the biggest self-financing colleges in the state. Presently, Majlis College is catering to **2302** students from across the state, in **16** undergraduate programmes and **7** Postgraduate programmes.

The college pioneered various strategies to provide value centered quality education to the financially backward classes of the society such as **5% of the students are the poor having their education with full fee concession regardless of religion and caste.** The college has state of the art infrastructural facilities to provide high standard academic experience to the whole students such as digitally connected classrooms, fully equipped laboratories, library, multimedia studio, **e-Content Development Centre (e-CDC) and Teaching – Learning Centre (TLC). The college organized national webinars on NEP 2020 by inviting Dr. Shakila T Shamsu, the secretary to the committee for drafting NEP 2020 and Dr. Kiran Hazarika, UGC Member and Chairperson, UGC experts' group on formulation of implementation of NEP 2020 and a National Webinar on NEP-2020 - Academic Bank of Credits for mobility of students across HEIs by Prof G.D Sharma, former UGC secretary.**

Vision

Majlis Arts and Science College aspires to be an institution of global excellence transforming the lives of rural and marginalized section of the society through value centered, professionally competent, quality education.

Mission

- **Develop practices for academic and professional excellence**
- **Provide quality learning and research experience at all levels**
- **Inculcate human values and spirit of service to community**

- Establish an academic environment rooted in moral principles and practices
- Impart extensive training in career and life skill sets
- Cultivate passion for the society and love for the nation

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Offers **16 UG and 7 PG programmes** in various disciplines to promote **multi-disciplinary approach.**
- Institution has **a state of the art e- Content Development Centre** which **aired 309 video lectures** through its YouTube channel, a record in Kerala among affiliated colleges.
- **Bagged university ranks** in various programmes.
- **Teaching-Learning Centre (TLC)** collaborates with TLC IITM, HRDC AMU and CUK for faculty empowerment activities.
- **100% classrooms are digitally connected** using CAT – 6 optical fibre BSNL **lease line with a speed of 50 MBPS** and **WiFi connection**.
- **Automated library equipped with ILMS Koha and OPAC**.
- **Flipped and blended learning through LMS** like Google education, Edmodo, Folldy app, Teachmint and Campus technology.
- **Institution has a strong innovation eco system, as evidenced by successful student startups, having registered IEDC and ED club. IEDC collaborates with Centre For Innovations (CFI), IIT Madras.**
- **Institution implemented flagship programme of MoE, Govt of India like PMMMNMTT, CALEM FDP for teachers, REDC and SESREC under MGNCRE, IIC, NSDC, Participation in ARIIA 2021 and NIRF.**
- **The institution has started preparations to embrace NEP 2020 and organized national webinars on NEP 2020 by inviting the architects and stalwarts of NEP 2020.**
- **Institution is included in the UGC Paramarsh scheme as a mentee college.**
- Strong **MoU and Collaborations** with **institutions and Industries**.
- **e-Governance** in the areas of **finance and accounts, administration, student admission, support and examination**.
- **Well established mentor-mentee system (1:23), Tutorial and proctorial system.**
- **Proactive student welfare department and placement cell which organize campus placement training and recruitment events.**
- **Coaching centre for UGC-CSIR, JRF, NET, SET, JAM, PSC and UPSC**.
- College has **student techie communities StackHub and WIT**.
- Strong **Parent – Teacher Association and active registered alumni.**
- Social inclusion through **scholarship to 5% of the financially backward students.**
- Monthly **Self-Appraisal Report** and **feedback system**.
- Rainwater harvesting, **biodiversity park**, solar panels and LED.
- Strong **Institution village interface activities** through NSS, SIP, WDC.
- **The Bio-fertilizer cum pesticide developed as part of student project is under process for getting patent (IPR application No. 202241005351)**
- **Collaborative quality initiatives under a proactive IQAC.**
- Certificate courses in topics like IoT, robotics, cyber security and ethical hacking.

Institutional Weakness

- Adverse government and university policy to block 12(B) status of UGC.
- Lack of grants and training assistance from the statutory bodies.
- Due to government policy, establishment of a research department was not possible till date**.**

Institutional Opportunity

- **NEP 2020 offers** new vistas to the institution for its **horizontal and vertical growth**.
- Institution is the **largest in the district** offering **a number of new generation UG & PG programmes**.
- Majority of the **students are from socially, economically and educationally weak backgrounds**. Uplifting them with village-institution interface activity gives an opportunity **to empower the rural community through scientific knowledge in the nation building process**.
- Implementing of **Academic Bank of Credits** and starting of **integrated PG and**

B Ed programmes.

- There is **opportunity for add-on courses like robotics, IoT, data mining, yoga, ayurveda** and courses of Visual Communication and Multimedia.
- Growing **demand for e-content preparation** and **state of the art facility for e-Content development.**
- College has **district nodal centre of PM foundation**, **coaching centre for Public Service Commission examinations**, **coaching for NET, JRF and SET which provide opportunity to students to crack such examinations**.
- Strong **rapport with alumni can bring innovative contributions in the future**.
- Institution has **sufficient land area for expansion of infrastructure to start new programs** which are relevant to equip the 21st century learners and to meet demands of skilled manpower in the fourth industrial revolution.
- **Collaboration with flagship programmes of central, state government and other educational institutions of national importance**.
- **MoUs with industries and institutions** for imparting employability skills of industry 4.0.
- Strong foundation of innovation ecosystem **to incubate more startups leading to Atmanirbhar Bharat.**

Institutional Challenge

- Influence of Mother tongue (Malayalam) over English amongst students is still a challenge as the medium of instruction is English.
- Majority of students are first generation learners.
- Since the institution is running under self-finance stream, retention of faculty members is a challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The university of Calicut designs the curriculum of all programmes. The college offers **16 UG programmes**

and 7 PG programmes. It is the **first institution to start UG programme in Computer Science in the university of Calicut** and designed **the curriculum for UG Computer Science in 1995 for the university**.

The college council in consultation with IQAC, timetable committee and accommodation committee develop **a well-planned, structured and documented mechanism** for effective curriculum transaction and implementation. Curriculum is transacted, implemented and documented through the **teacher's diary, monthly lesson plans, monthly self-appraisal report, tutorial register and student's handbook**.

Workshops are conducted in designing of question papers, OBE, and quantifying PO, PSO, CO.

The **institution adheres to academic calendar** issued by the university **for curricular transaction and assessment**.

The **teachers serve various bodies of academic and examination cells of university and different colleges**.

Multimedia, Visual communication, Mass communication & Journalism, Travel & Tourism, Microbiology and Sociology are relevant UG programmes in the college with **flexibility and diversity** to suit local and global professional needs. All programmes run on the pattern of **Choice Based Credit Semester System (CBCSS)** as per the norms of Calicut university, which provides **electives for both UG & PG** and option to choose **open course at UG level to promote the horizontal mobility** and **multi-disciplinary approach**. Ability enhancement courses namely Environmental studies, Disaster management, IPR and Gender studies are offered in UG programmes.

As part of the curriculum enrichment, certificate and add-on courses were conducted to **integrate cross cutting issues like gender equity, human values, professional ethics, environmental sustainability, disaster management, physical fitness and yoga**. Besides, the university integrated the above-mentioned cross cutting issues into curriculum in various courses of programmes.

Students undergo **experiential learning through project works, field trips and internships** to enrich the learning experience.

Feedbacks **on the curriculum aspects in terms of its relevance were collected from all stakeholders, analyzed and reviewed in the college council and action taken report is published in the college website**, to enhance the **learning effectiveness of curricular aspects.**

Teaching-learning and Evaluation

The admission procedure is transparent and it is conducted by the university through **Centralized Admission Process (CAP).** The institution has **a high enrolment percentage of 86.3**, with adequate **representation from different reserved category**.

The **socio-economic, cultural and extracurricular skills of each student are scrutinized by the tutors and mentors,** to assess the learning levels, so as to render the relevant teaching learning modalities **by categorizing them to slow and advanced learners**. College management committee **appoints sufficient number of faculty members as per the workload prescribed by the university**. Learner centered education through **participatory, experiential and collaborative learnings** are promoted with the help of projects, debates, focused group discussions, peer teachings, assignments, seminars, internships, and study tours **to foster the**

High Order Thinking Skills (HOTS).

ICT enabled teaching is promoted through virtual classroom sessions, Learning Management Systems (LMS) like EDMODO, Google Education, Folldy App, campus technology and e-journals, student friendly Majlis App, e-question banks and the e-Content Development Centre(e-CDC). **309 video lectures including peer group teaching videos are already aired from e-CDC which is unique for ubiquitous knowledge dissemination**. The e-CDC has a separate YouTube channel to provide access to learners. **MOOC courses through OER platform like SWAYAM NPTEL, Coursera, Khan Academy are encouraged**.

The institution has **101 mentors with an average of 23 mentees to each mentor**.

College has a transparent and robust mechanism for internal assessment which includes parameters like two written examinations, seminars, assignments, viva and classroom engagement. A **three-tier grievance redressal cell ensures the transparency of assessment process**.

The POs, PSOs and CO are properly communicated to students through college induction and bridge course, **websites**, student handbook, calendar and MajlisApp. IQAC and college **Teaching Learning Center (TLC)** in collaboration with TLC, IITM organized 3-day **workshops on OBE and assessment of outcome attainment** in three consecutive years. **Workshops on question paper designing based on OBE and Bloom's taxonomy** were also conducted. **Outcome attainment of various programmes is calculated** with the support of software developed by the **college ICT Cell**.

Research, Innovations and Extension

The college has a vibrant **Research Promotion Council (RPC)** under **KMM academic chair for research promotion**. It focuses mainly on inculcating research aptitude and scientific temper among students and promotes research culture of teachers. RPC and TLC of the college conducted **one week workshop on research methodology** in the year 2019-20 and 2020-21.

PG department of Microbiology **offers research facility to teachers and scholars** from other institutes **for pursuing their research works**. The college has **66 functional MOUs and 108 collaborative activities** for the last five years.

The college **established an innovation ecosystem** having Institution Innovation Council (IIC), Innovation Entrepreneurship Development Cell (IEDC), ED club, NSDC, REDC and SESREC under MGNCRE. Workshop on **Robotics, Internet of Things (IoT) and Hackathon events are organized**. **The college organized collaborative activity with Centre for Innovations (CFI) IIT Madras on autonomous vehicles**.

College is one among 45 HEIs selected for Social Entrepreneurship Business Plan Implementation Competition organized by MGNCRE at national level. College is one among the four HEIs in Kerala selected by MoE, for MGNCRE institutional community presentations. College got **participation in ARIIA 2021**.

The institution has organized **54 workshops and seminars** on **IPR, research methodology and entrepreneurship for last five years**. The faculty members **published research papers in Journals and books**.

There are **two units of NSS, student initiative in palliative care (SIP), women development cell which also involve in social outreach activities** including stem cell donation and blood donation. The **college ensures maximum student participation in extension activities**.

Institution was selected as the best NSS unit by University of Calicut for its community services for last 3 years (2018-2021). NSS programme officer Mr.Sunesh Parayil was selected as the best programme officer during these years.

The college **has adopted a nearby village** and created a social laboratory. Each department has specific task like water testing, helping farmers, **patentable agri biotech fertilizer cum pesticide (PENICIFERT, Indian Patent Application No. 202241005351)**, **home for homeless (Abhayam),** 2018 Kerala flood relief activities and **COVID 19 combat programmes**.

Infrastructure and Learning Resources

Institution ensures optimum **facilities for curricular and co-curricular activities** to nurture the inherent skills of students. College is located in **12.4 acres of land** with built in area of **12123.9 M2**.

There are **65 digitally connected classrooms**, **two open air classes, well-equipped science UG & PG laboratories, language laboratory, Multimedia and Visual Communication studios**, dubbing and acoustic recording facility, light-board, state of the art **e-CDC and ICT facility**. College has 6 buses, ladies hostel, ladies rest room, boys room, day care centre, prayer hall, canteen and book store.

Facilities for sports and games include indoor & outdoor play grounds for football, cricket, volley ball and athletics, basketball , sepaktakraw, kabaddi, tug of war, yoga centre and gymnasium. Audiovisual hall, auditorium, open auditorium, campus radio (Mozhi) and public address system are the **facilities for cultural activities**.

100% classrooms and Seminar halls are ICT enabled with smart TVs and **Wi-Fi connection**. The college has subscribed to **LMS of Google education, Folldy and Campus.technology**. There are **259 computers with 50 MBPS lease line internet BSNL connectivity and optical fiber LAN network**, live YouTube channels. College follows an **ICT policy** to update its infrastructure and to bring down the **computer student ratio below 1:10.**

College library serves as learning resource centre and focuses on **digital library and e-resources** including NPTEL 30 TB video lectures from IIT Madras, DSpace, **fully automated ILMS software KOHA**, OPAC, N-list, INFLIBNET, **remote access** and reprographic facility. The per day usage of library by teachers and students are monitored using software.

The college follows a **standard operating procedure for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms**. The college management adopted a robust **mechanism for infrastructure augmentation, regular maintenance and periodic replenishment of infrastructure** for its optimum utility. Regular fund allocation and its monitoring supported the infrastructure development. The College has electrical and civil engineering wings and two **system administrators for the maintenance** of various infrastructure sections.

Student Support and Progression

The institution has utilized its full **machinery and mechanism for student support activities**.

College provides free education (Freeship) for 5 % poor students since 1997**. Management committee sanctioned scholarship (8% of tuition fee)** for all students for 2020-2021 academic year to reduce the impact of Covid 19. Students received **government scholarship**s. The **nodal officer for scholarships** coordinates the application and documentation.

College has **appointed a Dean of Students Welfare in charge of the capacity building and skills enhancement initiatives** like soft skills, communication skills, campus placement training and recruitment.

College runs **a coaching centre to prepare students for PSC/UPSC examinations**. **Five hundred students** were **trained online on daily basis for PSC/UPSC examinations**. College is the nodal centre of the **PM foundation to scaffold** and empower students **for competitive examinations**. College **has Additional Skill Acquisition Programme**, and **NSDC**.

Anti-Ragging cell and **Anti sexual harassment cell** are also functioning and **women representation is ensured** in all the activities. The college implements the guidelines of all statutory regulatory bodies and **grievance redressal cell** which follows **grievance redressal policy.**

College has a well-established career guidance and placement cell, which **conducted campus recruitment drive for last 4 years**. UG students either **enrol into PG, Self-employment through MSME or seek employment abroad**.

Academic and cultural activities of PG students are promoted by 'Masters Forum'. **NET, SET, JRF and JAM coaching is conducted by DISA** for helping student progression.

Students of the college **secured achievement awards for performance in sports/cultural activities**

For promoting **democratic values among students, college union election is conducted** as per the Lyngdoh committee report and university regulations. The college union in consultation with staff adviser organizes sports and games, cultural and literary activities.

For **promoting maximum participation in annual sports and arts festivals, students are grouped into eight houses**. At the end of each academic year, **the best student awards are declared**.

College has **a registered alumni association MASCOSA** (MPM/CA/202/2021) and **financial support** include drone camera, books and shelves for department library, laptop, projector and audio equipment. **Non-financial support** includes placement assistance and resource persons for seminars/webinars.

Governance, Leadership and Management

The institution is run by MEC under AMLI, which is established by educationalists and social reformers. *Vision of the college is uplifting rural, backward people through value-based education. Mission focuses on academic and professional excellence, quality learning and research experience, human values and spirit of service, training in career and life skill sets, passion for the society and love for the nation.*

The institution has **management committee and governing body** to plan and implement various projects. College **adopted decentralization and participatory management** in all activities with a bottom to top approach. **Strategic and perspective plans are framed** through stakeholder participation and feedback.

Principal takes important **decisions in consultation with HoDs and college council, tutors, mentors and student representatives. Operational autonomy** is granted to departments **to work towards decentralization. Stakeholder participation** is ensured **in all curricular and co-curricular activities**.

College council and IQAC adopted **a value-based quality education policy** in terms of faculty development, environment and energy, ICT, gender equity, research and publications, innovation and entrepreneurship, community outreach and rural development.

College has formulated **an ICT policy for leveraging the potentials of ICT and e-governance. e-College solution is employed** in the areas of administration, finance, accounts, student admission and examination.

The policy targeted on raising the **campus internet speed above 50Mbps**, reduce the **computer student ratio below 1:10** and **100 per cent digitally connected classrooms** by the year 2020 and it was accomplished.

Management **provides welfare measures to faculty members** including **financial support to attend conferences/workshops.**

IQAC and TLC organize **FDP and orientation programmes** to teaching and administrative staff **in collaboration with CALEM, HRDC under PMMMNMTT and IITM.**

The IQAC institutionalized various quality initiatives like **Teaching Learning Centre (TLC)**, **practicing OBE,** academic and administrative audits, entrepreneurship through innovation and self-appraisal reporting system**.

Internal financial audits are carried out by the **college internal auditor** and **external audit is carried out by a Chartered Accountant.**

The college **mobilizes funds** through **tuition fee, PTA and contribution from philanthropists**.

Collaborative quality initiatives of IQAC include UGC Paramarsh, ISO certification and participation in NIRF. IQAC held **regular meetings** to strengthen **feedback mechanism** and its follow ups.

Institutional Values and Best Practices

The institution holds **a set of values and best practices** which delineate the vision statement.

College organizes **gender equity programmes** focusing on **women empowerment through a gender policy and action plan**. **CCTV surveillance, counselling, common rooms and day care centre are available** in campus.

Institution has facilities for **alternate sources of energy and energy conservation measures like solar energy, biogas plant, sensor-based energy conservation devices and extensive use of LED lights.**

College has established **a waste management system for solid, liquid and biomedical residue** and signed **an MoU** with an external agency **for e waste and hazardous chemical management.**

College has **facility for rain water harvesting, borewell recharge, water level retention through construction of tanks and bunds, waste water recycling, maintenance of water bodies and distribution system** in the campus.

Green campus initiatives include **restricted entry of automobiles, use of bicycles / battery powered vehicles, pedestrian friendly pathways, ban on use of plastic and landscaping with trees and plants**.

College received gold medal for tree plantation from govt of Kerala in 2020-21, by planting highest number of trees (9017), organized by **green clean Kerala mission.**

Green audit, energy audit and environment audit are conducted by external agencies and also **received recognition awards like the best NSS unit in the university** in this regard.

Institution has built **an environment with ramps, Divyangjan friendly washrooms, signage including tactile path, display boards and signposts, assistive technology** and facilities for Divyangjan like **provision for enquiry and information like human assistance, scribe, soft copies of reading material and screen reading**.

The **preamble of the Constitution is displayed at the entrance of the institution**. **Commemorative days are observed** by organizing various programmes **for sensitizing the constitutional obligations**.

The **code of conduct is displayed on the website**, there is **a committee to monitor adherence to the code of conduct**, institution organizes **professional ethics**, annual awareness programmes on code of conduct**.

Best practices of the institution are **Ubiquitous knowledge Dissemination through eCDC** and **social inclusion through destitute scholarship scheme (DSS).**

Institution identified its **distinctiveness as a rural college for empowering local youth through institution village interface activities.**

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAJLIS ARTS AND SCIENCE COLLEGE
Address	MAJLIS NAGAR PURAMANNUR, VALANCHERY
City	VALANCHERY
State	Kerala
Pin	676552
Website	www.masc.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	P Mohamedali	0091-9539000112	8848541845	-	majlis@masc.edu.in
IQAC / CIQA coordinator	Rafeeq P	0091-9846266816	9846266816	-	rafeeqp@masc.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Certificate MASC.pdf
If Yes, Specify minority status	
Religious	Religious
Linguistic	NA
Any Other	NA

Establishment Details	
Date of establishment of the college	05-04-1995

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University Of Calicut	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	08-11-2016	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MAJLIS NAGAR PURAMANNUR, VALANCHERY	Rural	12.4	12123.9

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Microbiology	36	PLUS TWO	English	55	50
UG	BCom,Commerce	36	PLUS TWO	English	70	66
UG	BCom,Commerce	36	PLUS TWO	English	70	60
UG	BCom,Commerce	36	PLUS TWO	English	70	63
UG	BCom,Commerce	36	PLUS TWO	English	70	62
UG	BBA,Management Studies	36	PLUS TWO	English	70	64
UG	BSc,Physics	36	PLUS TWO	English	55	36
UG	BSc,Chemistry	36	PLUS TWO	English	55	44

UG	BA,English	36	PLUS TWO	English	70	54
UG	BA,Sociology	36	PLUS TWO	English	70	62
UG	BSc,Mathematics	36	PLUS TWO	English	55	27
UG	BSc,Computer Science	36	PLUS TWO	English	55	43
UG	BCA,Computer Science	36	PLUS TWO	English	70	58
UG	BA,Media And Communication	36	PLUS TWO	English	30	21
UG	BA,Media And Communication	36	PLUS TWO	English	70	59
UG	BA,Media And Communication	36	PLUS TWO	English	70	63
PG	MSc,Microbiology	24	GRADUATION	English	20	19
PG	MCom,Commerce	24	GRADUATION	English	30	21
PG	MSc,Physics	24	GRADUATION	English	20	20
PG	MSc,Chemistry	24	GRADUATION	English	20	20
PG	MA,English	24	GRADUATION	English	30	13
PG	MSc,Mathematics	24	GRADUATION	English	30	26
PG	MSc,Computer Science	24	GRADUATION	English	12	0

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				4				97
Recruited	0	0	0	0	3	1	0	4	40	57	0	97
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				27
Recruited	18	9	0	27
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	2	2	0	5
M.Phil.	0	0	0	2	0	0	11	5	0	18
PG	0	0	0	0	1	0	27	50	0	78
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	537	0	0	0	537
	Female	295	0	0	0	295
	Others	0	0	0	0	0
PG	Male	14	0	0	0	14
	Female	105	0	0	0	105
	Others	0	0	0	0	0
Certificate / Awareness	Male	1160	0	0	0	1160
	Female	1070	0	0	0	1070
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	2	10	13	11
	Female	2	20	2	9
	Others	0	0	0	0
ST	Male	0	10	1	6
	Female	0	5	0	0
	Others	0	0	0	0
OBC	Male	27	41	31	45
	Female	30	34	33	31
	Others	0	0	0	0
General	Male	118	117	109	146
	Female	125	148	151	163
	Others	0	0	0	0
Others	Male	263	263	254	343
	Female	173	165	179	197
	Others	0	0	0	0
Total		740	813	773	951

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	College has taken a forward leap to embrace NEP by organizing seminars and webinars inviting the stalwarts and architects of NEP-2020. • Two-day webinar on 'transforming education NEP-2020' was organized on 3rd and 4th September, 2021 by IQAC. Dr. Shakila T. Shamsu, formerly OSD NEP, MoE and Secretary, Committee to Draft NEP-2020 was the resource person which was an honor to the institution. • College organized 'One Week Workshop on NEP-2020 and new research prospects' on 22nd September 2021, in which the inauguration and keynote address on the topic NEP 2020 and multidisciplinary research was delivered by Dr. Kiran Hazarika, Member UGC and Chairperson of the UGC

	experts' group on formulation of implementation plan for NEP-2020. • IQAC organized 'a webinar on Academic Bank of Credits' by inviting Prof. G.D. Sharma, former Secretary UGC and Dr. M. Usman, Former President, Principal's Council, Kerala on 13-12-2021. College offers 16 UG and 7 PG programmes. Curriculum follows CBCSS promoting flexibility, interdisciplinary and multidisciplinary approach. • Open course of UG is mandatory in the curriculum to promote interdisciplinary approach. • Ability Enhancement Courses like Environment studies, Disaster management, Human rights/intellectual property Rights and Gender Studies/ Gerontology in first four semesters are mandatory. PG programmes have mandatory Ability Enhancement Course and Professional Competency Course. Interdisciplinary research is practiced by faculty members for their doctoral thesis and by students for their academic projects. • Agri Micro bio tech research is employed as a good practice for better yield of agricultural crops and in solid waste management.
2. Academic bank of credits (ABC):	The institution has given thrust to educate stakeholders about the powerful transformation and reforms happening in the wake of New Education Policy 2020. • NEP-2020 envisages ABC to enable student's mobility across HEIs to enhance access, quality and equity. • IQAC organized a webinar on ABC by inviting Prof. G.D. Sharma, former Secretary UGC and Dr.M. Usman, Former President of Principal's council, Kerala on 13-12-2021. • Dr. Kiran Hazarika, UGC Member and Chairperson of UGC experts' group on formulation of implementation plan for NEP-2020 had a special mention on Academic Bank of Credits in his keynote address. • Dr. Shakila T Shamsu, Former OSD and Secretary, committee to draft NEP-2020 also explained ABC in her deliberations in the webinar organized by College IQAC. • The Department Quality Assurance Cell under IQAC incorporated ABC and its various merits in Induction and bridge course of 2021 is a good practice.
3. Skill development:	The institution has taken concrete measures for the skill development of students to meet the challenges of industry 4.0. • College has established Institution Innovation Council (MoE), REDC and SESREC under MGNCRE (MoE), Innovation and

	Entrepreneurship Development Cell (IEDC) under Kerala Start Up Mission, ED club – Government of Kerala. • Institution participated in Atal Ranking of Institution on Innovations Achievement 2021 and received recognition certificate. • Institution has partnered with NSDC under Skill India Mission. • College has established an innovation ecosystem and conducted workshops on Robotics, Hackathons, Cyber security and IoT. • It honors successful student entrepreneurs and conducts workshops on IPR regularly. • StackHub is the student techie community for developing technological skills. • Students developed commercial Apps as part of incubation activities. • Additional Skill Acquisition Program (ASAP), Government of Kerala Unit also functions in the college. • College has a Dean of Student Welfare to promote soft skills. • As a good practice, College collaborates with the alumni establishments in the skill development initiatives.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution gives focus on disseminating Indian values and knowledge to shape the young minds for meeting their future challenges. • Institution conducted certificate course on YOGA and the practical sessions are demonstrated in the YOGA centre established in the college. • YOGA day is celebrated every year demonstrating various 'asanas' to students. The benefits of YOGA are learned by the students in such sessions. • College is located in a rural area where 'Ayurveda' has deep roots. • Kottakkal Arya Vaidya Sala which is considered as a premier centre in Ayurveda has conducted an Ayurvedic Medical Camp in the campus. The late Padma Bhushan Vaidya Ratnam P.K.Warrior, the management trustee of Kottakkal Arya Vaidya Sala, planted a medicinal tree in our campus as a symbolic gesture of honoring Ayurveda. • The PG department of Mathematics conducted a seminar on Vedic Mathematics in the year 2021. • College promotes natural organic farming practices of indigenous nature in the adopted village. • Department of Physics conducted seminar on Astrophysics and contributions of Indian scientists. • A certificate course in Hindi – English – Malayalam translation is conducted online as a good practice. • As part of Ek Bharat Shrestha Bharat Campaign, college organizes all India tour every year to explore the cultural and linguistic diversity of our great nation.

5. Focus on Outcome based education (OBE):	The institution has given thrust to Outcome Based Education to identify inherent skills and potentials of the learners and their cognitive levels. • IQAC and Teaching Learning Centre (TLC) of the college organized 3-day work shop in collaboration with TLC IIT, Madras on OBE. • Dr. Edamana Prasad explained OBE and assessment of outcome attainment through mapping of CO, PSO and PO. • IQAC and TLC also conducted two-day workshops on designing of question papers based on OBE and Blooms Taxonomy. • Course outcomes are transacted to students and published in the college website. • Each class begins with stating the expected outcomes and teachers use direct and indirect methods to measure the level of outcome attainment. • The ICT cell of the college developed a software to quantify outcome attainment. • The department of Media was entrusted to prepare course outcomes of BA Multimedia of Calicut University in the year 2021 which was approved by Academic Council and BoS.
6. Distance education/online education:	College has given utmost care to embrace technology in teaching – learning process. It has promoted online education and leveraged the potentials of technology to give new experience to teachers and students. • College has a state-of-the-art e-Content Development Centre (e-CDC) which is one of the bests in the state of Kerala. It has already aired over 300 video lessons in last one and half years as part of blended mode of curriculum transaction. Student peer teaching also done through e-CDC. • Online course (MOOC) is promoted among students and teachers especially through SWAYAM (NPTEL), Coursera and Khan Academy. Coursera offered 3800 free online courses to our college during Covid. • For online classes, Google Education, Teachmint, Edmodo, Campus.technology and Folldy App are used. College Techie students developed a student friendly Majlis App for disseminating curriculum contents online. • College is an approved examination centre of distance education of Calicut University. • Teachers participate in the question paper setting, assessment process and content preparation of distance mode of education. • Dr. Ajith Kumar, Assistant Professor in IGNOU, New Delhi focused on the topic 'ODL and NEP-2020' in a webinar organized by IQAC as part of Freedom Talks

	organized in connection with Azadi Ka Amrit Mahotsav Celebrations.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
490	491	492	496	474

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	22	22	22

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2302	2073	2011	1904	1626

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
811	635	588	592	578

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
655	566	569	520	393

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
101	107	103	98	93

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
101	107	103	98	93

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 69

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
561.57515	342.74697	390.92402	280.50914	348.5967

4.3

Number of Computers

Response: 215

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The institution is **affiliated to university of Calicut** and follows curriculum, syllabi, and academic calendar designed by the university. During the curriculum delivery, the **broad vision and goals of the college are kept in mind**. The college council prepares its own **academic calendar** in tune with the university calendar and regulations of **Calicut University Choice Based Credit and Semester System (CUCBCSS).**

The College has a dynamic **website and MajlisApp** which is developed by student techies. It provides details regarding programmes offered, syllabi of courses and link to latest regulations of university regarding UG & PG Curriculum. The **POs, PSOs and COs also mentioned in the website** and handbook.

At the time of admission, students and parents are given counselling about the institutional objectives, rules and regulations, details regarding programmes, syllabi, projects, viva voce, examination pattern and attendance rules. The ideas envisaged by the institution are conveyed to the students through **induction programmes and bridge courses**, tutorial hours, college brochures, **calendar and hand book**, **Mentoring system** and PTA meetings.

The **College council** in collaboration with the **IQAC** and **accommodation committee** prepares the **master time table** and **action plan** for each academic year. Each teaching department of the college has separate **department council** and **department coordinators** to streamline all works of the department related to CBCSS UG and PG-2019. The department council prepares time table, academic calendar and action plans of the department. For each programme, there is a **course coordinator (Tutor)** from the parent department, who advises the student in academic matters. Each course teacher prepares **monthly lesson plan** in advance. Special workshops are organized for teachers department wise, to gain and explore modern and emerging areas in the curriculum during its redesign by the university.

Course credits, internal assessments, attendance, **projects**, assignments, faculties and facilities of the departments, **remedial coaching** for slow learners, special programs like seminars, workshops, quizzes, project works, **field trips**, industrial visits, **village – institution interface activities** and **internships** are used for the effective curriculum delivery. **Certificate courses and add on courses** in relevant area also supplement **skill development initiatives**. The institution integrates its **e Content Development facility** effectively for the curriculum transaction and its access is ensured through You Tube. Students and teachers are encouraged to enroll in **MOOC courses offered by NPTEL, Coursera, Khan academy**.

The documentation is carried out through **class diary**, **teacher's diary, tutorial register, monthly lesson plan register, hand book for mentors** and **monthly Self-Appraisal Report (SAR)**. Detailed consolidated documentation of online classes through **LMS like google classroom, EDMODO** and live sessions through Meet, Zoom and Webex are carried out using google form and kept by IQAC in MS Excel format.

Feedback through monthly Self-Appraisal Report (SAR), both online and offline **syllabus completion report**, **academic audit report, feedback on curriculum** by all stakeholders and **action taken report which is displayed in the college website** is also used for quality enhancement process.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

There is a **uniform academic calendar** prepared by the university for the registration, schedule of classes, examinations and publication of examination results. The institution has an **efficient system to adhere to the academic calenda**r issued by the affiliating university. **College council is the apex body** chaired by the Principal; it **prepares the academic calendar in tandem with the university calendar** by incorporating all curricular, extra and co-curricular activities and the same is displayed on college website, college notice board and library. The **action plans** prepared by the individual departments, cells, clubs and forums are also in accordance with the university calendar.

Curriculum implementation plans, activities like internship, industrial visits, community outreach activities by cells and clubs are planned according to the academic calendar. **Continuous Internal Evaluation** strategies like **tests, assignments, quiz, seminars** are also scheduled as per the university calendar. In case of unseen conditions, academic calendar is modified and revised as per the instructions of the university. Besides, college adheres to the activity calendar of the university in organizing **arts festival**, **sports events** and **student union election.**

The Institution has an **Internal Examination Cell (IEC) to plan, implement and monitor the Continuous Internal Evaluation (CIE) process**. The scheme for CIE of students is clearly mentioned in the university regulations. The schedule of internal examination is given in the college calendar. The university examinations are held at the end of each semester, practical examinations are conducted by the university under the respective board of examinations. **External viva-voce and project evaluation are conducted as per the university schedule**.

Evaluation scheme of each course has two components, viz; Continuous **Internal Evaluation of 20%** weightage and **external evaluation of 80%**. Internal assessments are based on a predetermined transparent system involving **written tests**, **class performance which is based on attendance in theory classes, assignment and seminars.**

The criteria for Continuous Internal Evaluation are well informed to the students and also printed in the college calendar. The criteria wise internal marks are displayed on the department notice board **for ensuring transparency.** Besides this, internal marks are **communicated to students and parents through PTA meeting, tutorial and mentor – mentee interactions.**

A three-tier grievance redressal mechanism exists within the institution. Any grievance related to the conduct of internal evaluation may be reported to concerned course teacher at first level and further to tutor, HoDs and Principal. The **college ensures student representation in grievance redressal committee**. **The Attendance and Progress Certificate (APC) and final internal marks** are uploaded to the university portal **within the time limit specified by the university**.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 23

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 102

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
28	24	22	19	9

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 74.3

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2230	1650	1588	1338	745

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The college offers various courses that include **socially relevant cross cutting issues** through university curriculum as well as **student centric, experiential and participatory learning processes** organized by NSS, clubs and forums.

Environment and Sustainability:-

- Environmental pollution (CHE5B06)
- Solid waste management (CHE5B06)
- Environmental Chemistry (CHE5D01)
- Environmental sanitation Microbiology (MBG5D02)
- Non-conventional energy sources of B.Sc. Physics (PHY5D01)
- Environment and society (SGY5B10)
- Add on courses on LED bulb making and electricity conservation
- Green and Nano Chemistry (CHE3E03)
- Advanced and Applied Chemistry (CHE6B12)
- Cultural studies (FEN1(2)C03)
- Signatures (ENG3A05)
- Inorganic Chemistry (CHE5B06)

College has an **environment policy** which demonstrates the importance of **sustainable environment**. Campus has 10 lakh litre capacity **rain water harvesting** facility. **Biogas plants** and **solid waste management** are effectively carried out. **Organic farming** is promoted by supply of **bio tech manure and pesticides**. To protect biodiversity, 4-acre land is used as **biodiversity park** in the campus for tree plantation. College promotes **green energy** use, **organizing workshop on LED bulb making** and harnessing **solar energy**. NSS units organize programs such as water to birds, cleaning of river banks, making check dams, **Swachhata activities**, **plastic free campus** and **promoting cloth and paper bags** and **steel crockeries**. **College got gold medal in the Green Kerala Mission campus initiatives of the Government of Kerala.** Observance of **World Environment Day and Ozone Day** every year.

Gender Equality

- Women Writing (FEN 6B 16)
- Social Stratification of Inequality (SGY3B04)

- Women in Contemporary Society (SGY5B09)

The **international women's day** is observed every year. Talks on **gender equity**, workshops on making eco-friendly paper pen and bags, training on embroidery, cookery, art and craft were organised. In association with Government of Kerala, WDC conducted **pre-marital counselling classes and Self-defence program (Nirbhaya).** College union in 2019-20 elected a **lady chairperson and lady vice chairperson for college union activities**. College has a **women techie community (WIT)** under StackHub. ED Club **honours women student entrepreneurs** every year.

Professional Ethics and Human Values

- Media laws and ethics (JOU6B12)
- Business management (BCM1B01)
- Bio safety and bio ethics (MBG6B15 E2)
- Theoretical and inorganic Chemistry (CHE1B01)
- Professional business skills (BBA3A12)
- General informatics (CSS3A11)
- Software testing and quality assurance (BCA6B17)
- Social informatics (SGY6B16)
- Crime and society (SGY6B20)
- English for professional communication (FEN5D03)
- Add on courses on Ethical hacking and cyber security
- Chemistry related software a certificate course
- Introduction to cultural studies (EN4E25)
- Management theory and practice (BBA1B01)
- Human Resources Management (BBA5B07)
- Social anthropology (SGY5B07)
- Human rights in India certificate course

Abilility Enhancement Courses

Environmental Studies

Disaster Management

Human Rights/ IPR

Gender Studies

Programmes to inculcate human values and professional ethics include the support of **student initiative in palliative (SIP)**, Pain and Palliative Care units and cancer patients. Constructing **home for the homeless (Ahayam)** is an initiative of the college NSS. **Visiting old age homes** and hospitals are regular practice in the college. **2018 Kerala flood relief, Covid-19 combat activities, blood donation camps, stem cell donation camps,social entrepreneurship activities, observing world human rights day, suicide prevention day** were also organized towards incorporating human values and professional ethics in to curriculum.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View Document</u>
Any additional information	<u>View Document</u>

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 12.85

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
42	69	69	69	65

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<u>View Document</u>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<u>View Document</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<u>View Document</u>
Any additional information	<u>View Document</u>

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 92.57

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 2131

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 86.29

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
951	773	813	740	685

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1167	913	846	852	832

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 82.95

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
642	513	555	499	440

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The institution has evolved a system to categorize students in to slow and advanced learners. Marks of the qualifying examination and performance in post induction and bridge course test are considered as criterion for profiling the first semester students as slow and advanced learners. Students of higher semesters are grouped on the basis of their performance in the Continuous Internal Evaluation and university examinations.

- **Programme for Motivation and Placement Training (PROMPT)**

It is the **finishing school** under the career guidance cell of the institution. College has appointed a Dean of Students Welfare (DSW) who provides counselling, motivational classes, language and communication, soft skill, life skill and training for campus placements **separately for slow and advanced learners**.

Special programmes for slow learners - PRAGATHI

- **Wings**
  - **Remedial coaching** for slow learners is an initiative by IQAC through departments.
  - **Study camps and crash courses** are conducted by all departments prior to semester examinations.
  - **Online study camps** by Department of Computer Science were attended by hundreds of students from other colleges.
  - **Simplified study materials** are provided by all departments.
  - **Teach and test method.**
  - Previous question paper discussion
  - **Mock practical examinations** in Chemistry, Physics, Microbiology and Computer Science.
  - **Mock viva voce** for final year students.
- **Mithra**

  - **Video lessons from e-CDC**, for the personalized learning of slow learners.
  - **Peer group** teaching.
  - **One to one teaching** session during tutorial hour.
  - **e question bank** and video lectures through Majlis App.
    - Special practical sessions in sophisticated softwares of multimedia.
  - **YouTube channels** of course teachers.

Special Programs for Advanced Learners - UDAAN

- Department of Computer Science conducted **workshops on Robotics, Machine Learning, Ethical Hacking, Pen Testing, Hackathons, Internet of Things and Cyber Security**. **S**tudents also developed **Mobile apps** which offer student friendly services.

- **Advanced learners are benefited by the college innovation ecosystem** created by IEDC, IIC, MGNCRE, ED Club and StackHub student community. UG Students are running software companies.
- The advanced learners **produce own video lesson in the e-CDC**.
- MOOC enrollment is promoted, **Coursera OER** delivered 3800 free online courses.
- Department of multimedia provides intensive training in shooting, editing, graphics, animation, photography and cinematography.
- PG Department of Microbiology is giving special training on **molecular biology technique, PCR and exposure to HACCP.**
- Workshops on computational chemistry and **rubber technology** and visit to research labs are conducted.
- **Internships** at Media academy, CFSC, television channels, software companies, universities, Microbiology laboratories.
- **Meet the Expert**: Organized interactive sessions with experts from media, science, finance, entrepreneurs and corporate lawyers.
- All Departments conducted **workshops on IPR and Research methodology**.
- Special training for **NET, SET, JRF, UPSC and Kerala PSC examinations**. 500 students are trained daily in two Whatsapp groups.
- **Meet the Alumnus**: Interactive sessions with prominent alumni to instil inspiration.
- Encourage participation in intra mural and intercollegiate management meet, tech and media fests.
- Promote **patentable student projects** which has agricultural and environmental impact.
- Motivated to participate in national level seminars
- **Review of research publications**.
- **Institution industry interface activities**.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 23:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institution has given thrust to student-centric pedagogy as a practice to acquire skills to face the future challenges of the 21st century learners. Some of the important student centric methods practiced by the institution are given below

Experiential learning

- The department of Media and Communication conducted **production of documentary, documentary fiction, short films, travelogues, and interviews** on socially relevant topics. The **e-CDC** of the college offers an exposure to the students in **videography, editing, graphics and animation of video lessons** of teachers and students. **Website development and launching, college public relation works, newspaper making, campus radio, media fest, visit to production units of prominent tv channels and media, theme photo albums and video production** are also part of experiential learning.
- PG department of English adopted the following student centric methods like **debates, panel discussions, anchoring, compering, presentation, mock interviews, extempore and elocutions, chairing meetings, news reading, film studies and reviews, plays and skits on gender issues, drug addiction, mobile phone abuse, and student politics**.
- All departments organize **study tour, industrial visit and field trips** relevant to curriculum.
- Students of Chemistry dept. undergo **internship on rubber technology, water and rubber quality testing**, **pain balm making, fumigant and sanitizer preparation and application** in class rooms and adopted village.
- Students of Physics department undergo training on **LED bulb making and repairing, laser-based holography and repairing of electrical home appliances.**
- **Interaction with tax consultants, chartered accountants, financial experts, corporate lawyers** and **leading entrepreneurs** are organized for students of Commerce and Management studies.

Participatory learning

- Competitions in **spell-bee**, **quiz, creative writing, student manuscript magazine, and wall magazines** as part of **literary fest**.
- **Translations of literary works from Malayalam to English** and communicative / business English.
- **Registration of covid 19 vaccine and e SHRAM** for the villagers by Computer Science department.
- Students prepared charts for **learning phonetics and grammar**.

- **Management fest (MASCOMET), IT fest, literary fest and film fest.**
- **Exhibition as part of One District One Product Programme (PMFME).**
- **Peer teaching (Offline and e Content)**, seminars and group discussions.

Problem solving Methodology

- Students of the department of Computer Science **developed a student friendly 'MajlisApp'**.
- Workshops on **Hackathon, Internet of Things (IoT), Robotics and cyber security**.
- **Softwares for college enquiry chat bot, attendance management system, store automation, e-academic assistant, entrepreneur app for college students, on-road break down, time table generator, sports and games activity, college furniture management system and student union election** were all developed by students of Computer Science department.

- Chemistry department organizes **workshop on Computation chemistry**.
- **Using Softwares such as Origin, ChemSketch, CHEMDRAW and Mendeley**.
- The department of Microbiology conducted **water testing and microbe analysis** in the college and hostel water bodies, use software supported methods such as **RASMOL – protein structure, BLAST, SWISS PROT-Protein structure, EMBOSS-Sequence analysis, CLUSTAL OMEGA – Sequence alignment, Neighbor – joining method - Phylogenetic tree, HOMOLOGY MODELING - SPDBV**.
- Physics and Mathematics departments use **Python software and graph theory**.

- Students of Journalism department **filed RTI queries in government offices** as part of their learning process through problem solving methodology.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The institution has taken serious steps to embrace technology in the teaching learning process even before the covid-19 pandemic period. As part of the ICT policy of the college, ICT committee was set up for monitoring network connectivity and other ICT facilities in the college.

ICT enabled tools used by teachers of the institution are the following.

- **Google Classroom, Folldy, EDMODO, Teachmint and Campus technology** are the **LMS platforms** used for online classes, assignment submission and examinations.

- All **65** classrooms are **digitally connected with BSNL leaseline of 50 MBPS** and **Wi-Fi**.
- **LCD projectors, 259 computers, 12 laptops, 71 smart TVs, video conferencing** and **e-content development facilities**.
- **State of the art eCDC** for recording, editing and broadcasting video lectures.
- The Institution has access to **6,293 electronic journals** and **31,95,809 e-books through N-List** and a college component of **E –Shodh Sindhu.**
- **e-resources of UGC, e-PG Pathshala**, **NPTEL video lectures 30 TB** are also used by teachers and students.
- Students are encouraged to **use digitalized library facilities like OPAC and INFLIBNET** along with th**e e library facilities** of various departments.
- Institution is **partnered with OER platform Coursera for 3800 free MOOC** courses.
- Students are exposed to vast arenas of **MOOC by UDEMY, khan academy and SWAYAM**.
- **Live online classes** through **Google Meet and Teachmint.**
- Exclusive **YouTube Channel is maintained by eCDC and all departments** for uploading and broadcasting video lectures.

- Use of **kahoot and Google forms** for online quizzes**, Mentimeter and jamboard for brainstorming, Kinemaster, InShort** and **YouCut** video editor for android, **OBS Studio, WPS Office, Adobe scan** and **Office applications** for assignment submissions.
- **Web creation and design through W3Schools** tutorials for computer science students.
- **Gaussian application software for Organic Chemistry, ChemSketch, CHEMDRAW, Origin (visualizing and plotting software) and Mendeley** are used by chemistry teachers.
- **Python and LATEX software** used by teachers of Physics department.
- **SPSS** for teaching statistics and data analysis.
- **Live board, Geogebra software, Math editor, Math Solver, Open Board** are tools used by teachers of Mathematics.
- Microbiology department use software supported methods such as **RASMOL – protein structure, BLAST, SWISS PROT-Protein structure, EMBOSS-Sequence analysis, CLUSTAL OMEGA – Sequence alignment, Neighbor – joining method - Phylogenetic tree, HOMOLOGY MODELING - SPDBV.**
- **Muti link headphones, webcams, sound recording softwares** are used in language and multimedia lab.
- College has **two official YouTube channels with more than 7000 subscribers**.
- Teachers attend online FDP and MOOC courses under the MHRD and the various universities in India to enhance their erudition and teaching skills.
- Subject-specific visual **presentations in the form of documentaries, movies, scientific and educational videos**.
- Students are provided **e-notes available in UGC e-Patshala website**.
- **Digital question bank** comprising question papers of university exams, competitive exams, multiple choice questions via **MajlisApp.**
- The communication between the faculty and the students through informal platforms like whatsapp, telegram.
- Principal of the institution published four papers **on technology integration in the teaching learning process.** A paper presented on technology-the future was chaired by **Prof. JB Nadda, the director of consortium of EMMRC New-Delhi at India Heritage Center, New-Delhi.**

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 23:1

2.3.3.1 Number of mentors

Response: 101

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<u>View Document</u>
mentor/mentee ratio	<u>View Document</u>
Circulars pertaining to assigning mentors to mentees	<u>View Document</u>

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<u>View Document</u>
List of the faculty members authenticated by the Head of HEI	<u>View Document</u>
Any additional information	<u>View Document</u>

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 3.16

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	4	2	2	2

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 4.12

2.4.3.1 **Total experience of full-time teachers**

Response: 416

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Institution has evolved its own internal assessment practices to make it transparent and robust within the framework prescribed by the university. **CBCSSUG Monitoring Committee** monitors the time-bound, smooth and transparent implementation of **Continuous Internal Evaluation (CIE)**, with the Principal as chairman and a senior faculty as convener. Continuous Internal Evaluation has different components such as **internal examinations, assignments, attendance, seminar and viva voce,** with fixed weightage to each component.

- The college conducts **two internal examinations in every semester** for all programmes and courses.
- The institution has constituted an **Internal Examination Cell** with a teacher in charge as coordinator and representatives from each department.
- All procedures of examinations such as **notifications, preparation of schedule, setting of question paper, its printing and confidential logistics, allocating the invigilators, seating arrangements, valuations and publishing of results come under the responsibility of the Internal Examination Cell**.

- The head of the department and the department coordinator supervise the entire activity of **CIE** within the department.
- Syllabus and **schedule of the internal assessment were informed to the students well in advance**, so that students get ample time for the preparations.
- Special workshops were organized by IQAC and Teaching Learning Centre (TLC) on **designing of question papers as per Blooms Taxonomy**.
- Students are given **two chances for supplementary internal examinations** if they cannot attend the scheduled examinations for genuine reasons.
- Valued answer scripts are returned to the students within one week **for the self-evaluation to promote transparency.**

- In addition to the **surveillance by vigilance squad** comprising heads of the department, **CCTVs are also installed in the examination hall** to ensure transparency and efficiency of conduct of examinations.
- Students were very well **informed about the attendance component** of internal evaluation prescribed by the university in its regulations and given thorough awareness about rules of attendance **in the bridge course itself**.
- **Internal assessment of project work is done based on its content, method of presentation, final conclusion and orientation to research aptitude**.
- **Seminar topics were finalized by considering the most recent and current developments in the topic**.
- Presentation **using ICT tools are promoted** on creative and innovative topics.
- **Assignment topics were based on its relevance and applicability** and **requisite time is given for seminar preparation and assignment submission**.
- Special attention is given to the attendance component of internal assessment as prescribed by the university in its regulations. **Hourly attendance is recorded in the e-college solution portal**.
- Tutors **publish monthly attendance report** duly signed by the teacher in charge, HoD and Principal and those with **a low percentage of attendance are pre-informed.**
- The **consolidated score sheet is displayed on the college notice board** before uploading to university.
- The college has **a three-tier grievance redressal mechanism** (Department level, College level and university level) for Internal examinations related grievances.
- The **consolidated internal mark sheet is finally uploaded to the university via internal marks portal** after four-tier scrutiny mechanism through student, tutor, HoD and Principal.

File Description	Document
Any additional information	[View Document]()
Link for additional information	[View Document]()

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The college has a proactive, well-structured **Grievance Redressal Committee as per the UGC grievance redressal regulations** to address the student grievances about their mark / result, attendance and related issues. **The three-tier system (department level, college level and university level) for the redressing of grievances** of students in respect of internal assessment is monitored by IQAC continuously. Department and college level issues were being **resolved by the Board of Adjudication of Student Grievances (BASG) within two days of receiving the grievances**.

Department level:

- The college has formed a **grievance redressal committee** in each department **comprising of course teacher, one senior teacher (tutor) and elected student, representative who is**

department association secretary as members and **Head of the Department as its chairperson**.
- The students are free to approach the course teacher for grievance redressal after releasing the internal examination marks.
- Tabulation error if any and grievance related to answer written **were resolved by the course teacher and the tutor**.
- Issues related to attendance and conducting the supplementary examinations were resolved by the HoD in the department council.

College level:

- The college level grievance redressal committee **comprising of staff advisor, one lady faculty member, two staff council members and two elected representatives of the students (one lady), one parent as members and Principal as chairman**.
- The **issues that go beyond the capacity of the department level committee** were **addressed by the college level cell**.
- Any common **grievance regarding the attendance component** of the internal assessment **is redressed by the college level committee**.
- When students apply for re-tests, the same is scrutinized and reexamination is conducted for genuine cases on the basis of proof and authenticity of absence in the examinations.

University level:

- Members of university level student grievance redressal cell are **Registrar, Controller of Examinations, Syndicate member (student elected), two Syndicate members, Dean of Student Welfare and Director of College Development Council.**
- Any issue that needs to be addressed at the university level is resolved in its sitting with the Principal.
- Errors by the data entry operators were resolved by the university level committee through **prompt and regular follow up by the college authority**. The university resolves the issues in a stipulated time so that students get always the advantage of not losing the academic year.

An Examination Cell, under the leadership of the **Senior Assistant Superintendent(SAS)** is responsible for the smooth conduct of the Sem-end examinations and the queries regarding the same are resolved. Grievances relating **to external examinations** are **forwarded to office of the controller of examinations of the university**.

Grievance and Suggestion Box

If students want to register any general or specific complaint without disclosing their identity, they can drop a written complaint in the **Grievance and Suggestion Box which is kept** at various places in the institution. The faculty in charge makes a primary enquiry to the complaints registered; in order to assure the genuineness of the complaint, especially if it is anonymous. In the next stage, the committee will resolve the issue.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The institution has taken initiative to introduce **Outcome Based Education (OBE)** in curriculum. The TLC of the college organized workshops on **OBE and designing of question paper in collaboration with TLC of IIT-M**. The Program Outcomes were carefully crafted by keeping the vision of the institution in mind with a larger mission of building the nation in conformity with our values as well as compliant with the 21st century skillset, to face the future challenges of the fourth industrial revolution. For all the undergraduate and postgraduate programmes, the **Programme Outcome (PO)**, **Programme Specific Outcome (PSO)** and **Course Outcome (CO)** are drafted through discussions with all the stakeholders and **communicated to teachers**.

- College has identified generic skills such as **critical thinking, problem solving, effective communication, social interaction, global perspective, computational thinking, ethics and values, environment awareness and lifelong learning** as the programme outcomes.
- The **PO**, **PSO** and **CO** were **stated well in advance**, **displayed in the college website, Majlis App and printed in college academic calendar**.
- **IQAC and TLC** conducted **workshop on OBE** for the last three years **to familiarize teachers**.
- Outcomes are **communicated to the students through induction and bridge courses**.
- Initially, **a course outcome linked teaching plan** is prepared by all the faculty members and is **communicated in the class at the beginning of the course.**
- **Tutors will also** transact the same **during the tutorial hour**.
- Course outcome is **stated in all the regular offline and video lectures** released from **the college e- CDC**.
- Course Outcome (CO) attainment of each course is identified by the respective department council and keeping in mind the six cognitive learning levels of Bloom Anderson Taxonomy, **suitable action verbs were used to communicate the course outcome into the minds of the students**.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The institution organized three workshops on Outcome attainment calculation in collaboration with TLC, IIT Madras. The Programme Outcome (PO) and Course Outcome (CO) are evaluated by the institution by direct and indirect methods. College ICT cell has developed **a software to quantify the PO, PSO and CO**.

Direct Method:

- Both **formative and summative evaluations** are used to calculate the course outcome of each course. **Continuous Internal Evaluation (CIE) and end semester examination results analyzed** are the prime tools for evaluation of PO and CO attainment.
- The attainment level of course outcomes CO1, CO2, CO3, CO4 etc. of a particular course of a student is determined by **estimating the percentage of marks scored in the corresponding taxonomy of questions**.
- It is then calculated for all the students who appeared for the examination. **An average attainment level of all the students for CO1 is then calculated**. The process is repeated for CO2, CO3, CO4 etc.
- **Course outcome target is fixed** and **the area where CO not attained is identified**. **Remedial measures are suggested and recommended** for attainment of CO in the future teaching-learning process.
- The PO and PSO attainment are then determined by **mapping of the average attainment levels of CO1, CO2, CO3, CO4** etc. of a particular course to PO and PSO by using CO, PO, PSO mapping matrices.
- College ICT cell developed **a software to quantify outcome attainment**.
- **A target attainment level of PO is arbitrarily fixed to evaluate the under attainment**. In the case of under attainment of PO, CO and PSO recommendations are put forward.
- The **involvement of UG and PG students in Community Development Programs and their impact on community** also helps to map PO attainment.
- The PO attainment of the postgraduate students is also evaluated **on the basis of their research output in the form of paper presentation and publications.**
- **Experiential learning** in the form of organizing events **like workshops/seminars/fests is also used to evaluate students' organizational and leadership skills** which are a component of PO attainment.

Indirect Method:

- **PO is evaluated based on the performance of the student in terms of their progression to higher studies, qualification in competitive examinations and placement**.
- **Student Feedback on Curriculum is obtained** and the same is shared with the departments so that their feedback is discussed and relevant changes if any are made.
- In the **programme exit survey, the outgoing students received the questionnaire about the course outcome attainment and feedbacks** were collected, analyzed and action taken report is prepared for future improvement.

- **Alumni survey and employer feedback** were also used as a complementary procedure **to identify the course outcome attainment**.

File Description	Document
Upload any additional information	
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 58.05

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
229	343	367	333	260

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
655	566	569	520	393

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.81

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 2

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The institution has developed an eco-system for innovation and progression of ideas of students and teachers.

- **Institution Innovation Council (IIC), MoE** is functioning in the college to promote innovation and organized **Workshops on Robotics, Internet of Things (IoT), Cyber Security and Ethical Hacking**.
- **Entrepreneurship Development (ED) Club** supports the students for **building a culture of independent earning through entrepreneurship** and is instrumental in organizing various programs with funded support from **DIC (District Industries Centre), Department of Industries, government of Kerala.**
- Workshops conducted include those on **ED awareness, idea generation, software developing, IPR, LED bulb making, glass painting, food processing, eco-friendly educational tools and fabric designing**. Talks with successful entrepreneurs and industrial visits are also organized.
- ED club of the college **honours all student entrepreneurs** of the college every year, in a well-organized function in order to motivate students.
- The college **Innovation and Entrepreneurship Development Cell (IEDC) has funded collaboration with Kerala Start Up Mission (KSUM)** for running the Incubation Centre in the College.
- IEDC organized **workshop on autonomous vehicles** in collaboration with **Centre For Innovation (CFI), IIT-M**
- **Three Day ED Conclave 2021** was organized in the college **as a support initiative of Aatmanirbhar Bharat by ED Club in collaboration with IIC and IEDC.**
- The **college is recognized** in the band **BEGINNER in ARIIA 2021, MoE.**
- Our institution is a **recognized member of National Rural Entrepreneurship Mission and formed REDC**, **Social Entrepreneurship Swachhata and Rural Engagement Cell (SESREC)** under MGNCRE, MoE,.
- The Institution enjoys collaboration with **Interdepartmental Centre for IPR Studies, CUSAT** for organizing workshop on IPR.
- College has a tradition of promoting scientific temper. **One of the B.Sc physics students Mr.**

- **Midhun was selected (only one student from Asian countries) to observe the large Hadron Collider Experiment conducted by European Organization of Nuclear Experiment (CERN), Geneva** and his thesis was accepted and **he was awarded Young Scientist Award**.
- Our college is **one among 45 HEIs selected for social entrepreneurship business plan implementation National level competition** organized by MGNCRE, MoE.
- **StackHub MASC is a techie community of the college** to promote idea generation and implementation. It has a sister community **WIT (Women in Tech) to promote women participation in innovation**.
- Commercial **App 'Spotons' for restaurants, graduate and Majlis App are testimony of innovation by students.**
- A student of computer science department won first place in the Kerala state level **'Coding' competition** conducted by startup mission Kerala 2020-21.
- PG department of Microbiology **developed a fertilizer-cum- Pesticide 'Penicifert'** and is in **its way to get patent** for the product **(Indian Patent Application No. 202241005351).** It has established an Agribiotech unit as part of its research outreach activity.
- Institution is **approved skill training Centre of NSDC** under **Skill India Initiative**.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 35

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
06	06	8	08	7

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.26

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
6	4	8	2	6

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.28

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	11	2	2	09

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college organizes a number of institution village interface activities to sensitize the students towards rural empowerment. Community- oriented programmes in tune with the vision and mission of the institution.

- **A Green Agro Micro Tech unit under department of Microbiology promotes preparation of organic food products**, **bio fertilizers, bio pesticides and composts.** The unit developed an **organic bio fertilizer cum pesticide** through culture of microbes (part of student project) named as **Penicifert**.
- The product was distributed to farmers and the yield was excellent. The department is on its way to get patent for its Agri-bio-tech product **(Indian Patent Application No. 202241005351)**.
- **Training in mushroom cultivation, pipe compost, vermicompost production**, to Kudumbasree units. College **laboratory facilities are offered to research scholars and interns of neighbouring colleges**.
- College organized an exhibition of value-added coconut food products made by farmers as part of 'One District One Product (ODOP) in making India self-reliant under PMFME for rural empowerment.
- DRC and TSC **testing for rubber farmers, hand sanitizer and fumigants, pain balm and small rubber products making for the neighbourhood village.**
- The water quality testing laboratory **tests samples of nearby places**. The **extent of pollution at 5 points in Bharathapuzha was studied** by monitoring the dissolved oxygen present in it.
- **"Oorjja Mithra"** in collaboration with KSEB provides **training in LED bulb making and repairing to the households of the village** and **distributed 300 LED bulbs free of cost** part of **green energy awareness programme**.
- Conducted **Covid-19 surveys**, **blood donation and stem cell donation camps.**
- **Wall Paintings by students on personal hygiene, health awareness and Swachhata at Primary Health Center (PHC) and Ayurveda hospitals** of Edayur panchayath.
- **Covid 19 awareness posters and videos in social media, short films and documentaries** on socially relevant themes.
- College **donated 30 pulse oximeters and 5000 masks to Govt PHCs** and conducted **Covid-19 vaccination registration camps**.
- Students **constructed two houses for poor families.**

Impact of extension activities

- College sensitized students to social issues such as environmental pollution, road safety, COVID-19 and AIDS, women security and responsibilities like **conservation of water**, personal hygiene, **Swachh Bharat Abhiyan**.

- **Covid 19 vaccination percentage** increased **above 80 % in the neighbourhood village**.
- .
- College **won the best NSS unit award** from the university of Calicut in the year **2020-2021** for its community outreach programmes for last three years.
- **Unorganized sector labourers were able to get financial benefits of central government through e SHRAM** registration camp by our students.
- Students of blood donation forum **became the life savers of hundreds of patients.**
- **"Oorjja Mithra" could create an impact of energy conservation and environmental awareness among the local people.**
- **Swachhata initiatives of the college has got recognition from my GOV portal and Local bodies.**
- **Stem Cell donation by our student through Datri could save the life of a Leukemia patient in 2021.**
- Programmes could lead the students socially responsible citizens **who contribute significantly to the nation building process.**

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 34

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
22	5	3	1	3

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 149

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
56	28	29	17	19

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 86.55

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1761	1876	1988	1760	1211

File Description	Document
Report of the event	
Average percentage of students participating in extension activities with Govt or NGO etc	
Any additional information	

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 78

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
32	18	11	09	08

File Description	Document
e-copies of related Document	
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 45

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
36	2	1	4	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The college has adequate infrastructure to impart quality academic experience to the students and faculty members.

There are **65 ICT enabled classrooms** to integrate technology in the teaching-learning process.

The institution has **a total of 259 computers**; **LAN CAT-6** connectivity of **50 MBPS BSNL lease line.**

Two audiovisual halls with capacity 120 and 150, **a seminar hall** of capacity 250 for conducting academic seminars and **an open auditorium** with capacity of 2500 for programmes with larger audience are available.

Broadcasting campus radio 'Mozhi' through public address system and internet. The whole campus is **supported with Wi-Fi.**

Each department **has separate staff room and a lady friendly comfort station.**

CCTV camera surveillance and service of security personnel ensure the safety of students.

There are **two workstations** and **two studio complexes** for media department.

Graphic and animation workstations with **36** computers each, 4K and UHD projectors, LAN server system, training facility for computer graphics, 2D, 3D animation, digital illustrations, UX/UI designing, web designing, web coding, authoring, e-CDC, video editing, audio mixing, VFX, and motion graphics.

Media studio complex: Audio Recording and Dubbing studio: It has advanced PC with sound card (focusrite and Steinberg), Behringer X32 digital audio interface, acoustic room (booth and console), Korg and MIDI keyboard, Roland SPD30, string instruments, Studio monitors, Rode condenser mic and protools

Photography Studio: It has indoor light, BG drops, Three point lights, Canon 6D,80D, 90D Cameras, lights connected with sensors.

Augmented Reality and Chroma floor: Chroma floor, kinolights, HMI lights, reflectors, Sony NX5 Camera, HXR MC 1500 and MC 2500 cameras.

DI and Edit suit: DI grading system with i7 processor and graphics card 4 numbers and professional DI apps.

e- Content Development Centre: **Production Control Room**: 5 editing PC with multi monitor, rendering engine (i7),16 GB RAM, 550SSD,2 TB HDD,4GB graphics) Apple Mac rendering engine, iMac editing

machine. Yamaha 16 and 4 track audio mixer, lighting console, video switcher, VTR, live streamer and Tele prompter with latest apps.

Floor: Automated lights with sensor, track and dolly ,18 ft jib, light extender, 4K, UHD display, ENG kit, Sony a 6500 and Z190 Cameras.

Outdoor shooting unit: Camera Units with HMI lights (2 units), gimbal, steady cam, live editing PC, DJI Mavic mini UHD drone Camera donated by Alumni and licensed from the Aviation department, GoI.

Microbiology has three laboratories equipped with PCR, High resolution centrifuge RPM 25000, spectrophotometer, hot air oven, incubator distillation unit, membrane filter apparatus and **autoclave for biomedical waste management.**

Chemistry has three laboratories. Important instruments are Colorimeter, Viscometer, Deionizer, Potentiometer, Conductometer and high precision digital balance, polarimeter and IR lamb.

Computer Science has one PG and two UG laboratories with **72** computers.

Physics has three laboratories with Giger Muller counter apparatus, Thomson's e/m ratio experiment and Millikan oil drop experiment apparatus.

Language lab for practicing communicative English

Library facilities include **OPAC, reprography, reference corner** and **digital repository** and all departments maintain **separate libraries**.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The institution gives optimum thrust to develop the inherent potentials of the students in cultural activities, sports, indoor, outdoor games and yoga.

Cultural activities:

- Institution has **an open auditorium of 2500 capacity**, **a mini auditorium** and **audio-visual hall** which are used for on and off-stage events.
- **Music Club & Campus Radio (Mozhi) has Electric Guitars (Lead), Roland SPD 30 Rhythm Pad (Electronic Drum Kit), KORG PA 50 Keyboard + MIDI Workstation, Tabala (Rhythm**

Instrument), Nektar Impact LX62 MIDI Instrument, Behringer X32 Digital Audio Mastering & Mixing Workstation, Behringer 16 track Mixer, Yamaha 32 XU Audio Workstation, Yamaha Steinberg UR 44 Digital Audio Interface facilities.

- **Three-day fine arts festival** is held every year in which students take part in the on-stage events like drama, instrumental music, **patriotic song**, **classical dance** forms like **Bharathanatyam, Kuchipudi, Mohiniyattam** and regional events like **Thiruvathirakali, Oppana** and **Kolkali**.
- **College level cultural activity is organized** under a teacher coordinator and conduct various activities **with the full participation of students.**
- **Trainers are hired to give coaching in special cultural events.**
- Departments organize **cultural sessions in connection with association activities**.
- **Mass media YouTube channel with 5K subscribers** which depicts the **cultural talents of students for the last five years.**
- **A cool area is provided** to the students near the cafeteria **as a creativity corner**.
- S**ports, games and yoga activities are organized**, Majlis Premier League football **championship** (miniature copy of ISL) organized every year.
- Indoor facility is provided for two **shuttle badminton courts, table tennis and chess**. Outdoor facilities are available **for volleyball, basketball, Kabadi, and athletics.**
- College has a **'she corner'- an exclusive space for girls' sports and games** such as badminton, throw ball.
- **Annual sports and games meet** are organized by grouping students into **eight houses for intramural competitions**. **Winners of cultural events**, sports and games are honoured and **felicitated by celebrities.**

Facility	Year of establishment	User rate	Area i
Open auditorium	2014	100%	
Auditorium	2005	100%	
Audio visual hall	2017	100%	
Indoor shuttle court 1&2	2017	100%	
Football ground	2002	100%	
Cricket ground	2002	100%	
Volley ball court	2003	100%	
Basketball court	2020	100%	
Kabadi court	2002	100%	
Yoga centre	2013	100%	
Gymnasium and fitness center	2020	100%	
Athletic ground track	2002	100%	
Badminton court (outdoor)	2021	100%	
Throw ball court	2021	100%	
Utility area	2021	100%	
College built up area	as on 2021	100%	
Moulana Azad Women's Hostel	2005	100%	
Canteen area	as on 2021	100%	
Library area	as on 2021	100%	
Water tank capacity	1995	100%	
Cricket net practice area	2020	100%	

Mozhi - Campus radio	2021	100%		
Innovation Ecosystem	2021	100%		
Bhoomi Mithra open classrooms	2021	100%		
Preview theatre and video conference hall	2021	100%		

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 69

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 21.94

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
52.57660	89.31032	107.32896	39.18766	114.47860

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library is fully automated, operations and services are supported by standard Integrated Library Management Software **Koha**.

Name of the ILMS software	Koha	
Nature of automation (Fully or Partially)	Fully	
Version	18.11.05.00	
Year of automation	2019	

KOHA is **Open-source library automation software**. Library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP are used in the development. It is a true enterprise-class ILS with comprehensive functionality including basic and advanced options. Koha's OPAC, circulation and management interfaces are all based on standards-compliant World Wide Web technologies – XHTML, CSS and JavaScript – making Koha a platform- with independent solutions.

Books are arranged in the shelves according to **Dewey Decimal Classification (DDC)**. Koha **Online Public Access Catalogue (OPAC)** is provided with **multiple search options** like searching book or its copy with respect to accession number, title wise, author wise and subject wise. The software identifies the complete details of book such as cover page, author, edition, publisher, year of publishing, location of a book and issue status.

- The complete data in connection with Library is **integrated with the college website** through KOHA.
- The facilities **to reserve a book in advance and for renewal** are also provided.
- Library houses **11307 volumes as on 31.12.2021** covering different disciplines in various languages and **subscribed 48 prompted periodicals** including research journals and magazines.
- **Wide repository of books, journals, CDs, newspapers, e-resources** and previous years question papers (spiral bound) are available.
- **Reprographic facility, DSpace , reference books for NET, JRF, JAM, Civil Service**, Kerala Public Service, and UPSC examinations are provided.
- **Wi-Fi connectivity** for smooth access to **e-learning resources of the digital library** ensure seamless access to information.
- The digital library gives access to **6,293 electronic journals** and **31,95,809 e books** through UGC

N-LIST of INFLIBNET, Open Access Journals and databases.
- **Library advisory committee** organizes workshops to educate students and staff for the optimum use of N-LIST and other electronic information resources.
- NDL access is also promoted in the college library. **An institutional repository managed by D-space software** provides **digital copies of question papers and various e-resources**.
- **30 Terra byte video lectures of NPTEL** are made available from IIT Madras and used in the library.

Library catalogue

Library collection

Number of Volumes   : 11307

Titles   : 7842

Current periodicals   : 48

Back Volumes   : 1958

Newspapers   : 12

Project reports   : 146

Question bank   : 164

Bound Volumes   : 207

Digital Library

NLIST   : https://nlist.inflibnet.ac.in/

NDL   : https://ndl.iitkgp.ac.in/

Shodhganga   : shodganga.inflibnet.ac.in

Shodhgangothri   : https://shodgangothri.inflibnet.ac.in/

e-ShodhSindhu   : https://ess.inflibnet.ac.in

e-PGPathashala   : epgp.inflibnet.ac.in

e-Books   : 200000 (N-LIST)

e-Journals   : 6237

CD/DVD   : 670

NPTEL	: 30 Terra byte video lectures
	https://nptel.ac.in/

Library Services include Book lending, library orientation, referral service**,** career guidance, Internet browsing and Selective Dissemination of Information.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.4

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
5.94314	1.80574	0.95654	0.58989	2.70757

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 1.37

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 33

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has been updating its IT facility in terms of data storage capacity, internet speed, as well as computational power since its establishment.

- College ICT cell coordinate all **ICT related activities under the guidance of IQAC** and updates IT facilities as per the IT policy
- College has **total 259 computers** in library, laboratories and administrative block. Computer Science and Media **lab were upgraded** with Intel core i7 processor with minimum 8 GB RAM **in 2019**.
- College upgraded **BSNL broadband 4MBPS plan** to **12 MBPS plan (OFC) in 2013** and into **50 MBPS lease line in 2021**.
- All the **65 classrooms are digitally connected with Android TV** with high-speed internet (2021).
- **in 2021**.
- and **LED light board** is designed in 2021 for the use of teachers to prepare video classes.
- **Highspeed printer (50/ppm) and PC for examination** cell in 2021.
- College office facilities were updated with printers, scanners and a new smart phone in 2021.
- **Website updated with online admission facility, login (Student, parent and teachers), alumni registration** in 2021.

- PG and UG Labs of Computer Science upgraded during 2020-2021 with **40 computers and Media Lab added 25 computers**.
- Library Management system was upgraded with **KOHA software, Canon Image runner in 2021 and Screen reading software, Braille keyboard for Divyangjan**.
- For power backup, **70KVA batteries (2016) and HT transformer of KSEB** in 2021.
- Subscribed to **LMS Folldy app** for Commerce (2020), **Campus.technologies** in 2021.
- **Graphic rendering engine** (Intel core i7, 16 GB RAM, 2 TB HDD + 512 GB SSD and 4GB graphics cards) purchased for e-CDC in 2020.
- An additional internet connection of Asianet **Satellite Communication optical fiber** has been activated in 2020.
- **E- college Solution** (college ERP software) is extended with **more interfaces admission, attendance tabulation, fee remittance and TC integration with website** in 2020.
- College has two official YouTube channels, viz; Mass Media (2017) and e-CDC (2020) functioning under the department of Media
- College has upgraded its e-CDC **with augmented reality (AR)** in 2019
- BSNL selected our college as a spot for free **Wi-Fi project in 2015**.
- Wi-Fi router is inducted for **Wi-Fi signal extension**. The College upgraded 50 computers with **graphics card for media laboratory in 2012**.
- **Five laptops and 20 new desktop PC** (Intel core i5, 4 GB RAM, 1 TB HDD) are added to PG laboratory, and college library configured with internet facility since 2012.
- **I-Mac and Mac Pro computers** purchased for media studio in 2012.
- In addition, Media labs are **upgraded with four HDMI monitors**; Visual Communication lab is extended **with 36 PC (Intel core i5, 8 GB RAM), 4K projector, Rayzen 7 integrated PC and colour printer**.
- **Six LCD projectors** were added in 2016
- **Digital Audio studio** integrated with Behringer X32.
- **Network facility to all departments** in 2012, IQAC office (2015) and college office (2005).
- **Public Address System** is updated in 2017 for Campus radio.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 10.71

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 3.47

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
11.97768	8.79944	10.73050	11.80913	19.83011

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

for its implementation.

SYSTEMS AND PROCEDURES:

- The college governing body convenes **co-ordination committee meeting** every month to discuss the maintenance and up gradation of physical infrastructure, academic and support facilities. The meeting is **chaired by the Chairman of the body** in the presence of the college manager, management committee members, office bearers, Principal, Director of the college, and

Superintendent.

- Principal collects requirements from the HoDs, student representatives, maintenance supervisors and from staff council and present it in the co-ordination committee meeting. Maintenance, up gradation and construction works are prioritized in the co-ordination committee meeting. Each meeting discusses the previous minutes and **reviews the status of various ongoing civil, electrical and IT works.**
- The college management committee has assigned the overall charges of maintenance of classrooms, laboratories, library, sports complex, computers, transportation facilities, water tanks, drinking water facility, hostel, power room, HT transformer, IT and internet connectivity, and garden to **the Chief Administrative Officer** of the college who will **report to the Manager**.
- A **liaison officer has been appointed** to co-ordinate all maintenance works.
- An **annual audit & stock taking** of the physical, academic and support facilities is undertaken for assessment and evaluation. **A detailed report is submitted** by the Heads of the Departments to the Principal which helps in planning for the next academic year.

MAINTENANCE OF INFRASTRUCTURE FACILITIES:

- **Maintenance Supervisor** is responsible for maintenance related to electrical, carpentry and painting of the classrooms throughout the year.
- The **cleaning staff upkeeps** the classrooms, seminar halls, laboratories, staff rooms, prayer halls, Yoga Center, washrooms, library and corridors on a daily basis.
- To ensure protection of staff & students, **CCTV cameras have been installed** at vantage points.
- **Diesel generators are** maintained by the manufacturer twice annually.
- College has five water tanks. To ensure its 'Swachhatha', **monthly maintenance is carried out by the civil department.**
- **Annual water quality checking and chemical processing** is carried out by an external agency.

ACADEMIC SUPPORT FACILITIES:

Computer, IT and internet facilities:

- There is **a Lab Assistant in the computer lab** for technical assistance & monitoring.
- The college has **two system administrators** to oversee the maintenance of computers and IT facilities.
- For any repairs beyond the scope of system administrator, **external agencies are called for**. Computer technicians will be ready to check all the equipments and take necessary actions.
- **Computer technicians** will ensure timely replacements of any part as necessary.
- As part of the experiential learning, **student techies also support the maintenance of hardware and software in laboratories**.
- Main server and accessories are installed **with power backup**.
- A **monthly maintenance of UPS and power backup** batteries is carried out by the electrical supervisor and system administrator, and is certified by Principal, HoDs and college Superintendent.
- Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage.

Laboratory:

Physics, Chemistry, Microbiology:

- Each laboratory is under the **supervision of the Head of the corresponding department**. All equipments in the laboratory are properly maintained by the **laboratory assistants** appointed for the purpose.
- Equipment and apparatus are issued to students and daily stock is verified by the laboratory assistants using the **user log register**.
- Breakage register is maintained in the laboratory.
- College management committee extends **financial support for the replacement of laboratory apparatus on damage, breakage or replenishment of reagents and chemicals**.
- **Attendance register is maintained** to record the utilisation of laboratory.
- **Laboratory experiment schedule** is given in advance to the students, so that they come well prepared.
- **Safety measures** like apron, laboratory coat, gloves are compulsory **while using Microbiology and Chemistry laboratories.**

Multimedia Studio and e-CDC

- The faculties in charge and **studio assistant** are responsible for the maintenance of Multimedia, e-Content Development Centre, Production Control Room, shooting floors and audio recording studio.
- **Cameras and lenses are cleaned** daily using cleaning kit and in case of major damages, the repair work is outsourced.
- String and electronic musical instruments are kept in good condition by studio assistant on a daily basis.
- Use of studio facilities for teaching and learning is **recorded in the log book**.

Library:

- College librarian, assistant librarian and a library assistant are the in charges of maintenance.
- **Maintenance and utilization of library resources** are carried out by adhering to certain strict rules formulated by **Library advisory committee**.
- **Book binding process** is carried out annually by the financial support from the Parent-Teacher Association.
- The library assistant is the **in charge of reprography** and the revenue is utilized for book binding.
- The **annual stock taking and maintenance of the library books** is carried out before the end of academic year.
- A nominal penalty is levied for delay in returning the library books or losing them.
- Library housekeeping is done every day to reduce damage caused by dust and insects.

Sports:

- HoD of Physical Education Department is the in charge of the utility and maintenance of sports, games equipment and gymnasium.
- Football ground, Cricket ground, Athletic tracks, Volleyball, Basketball and Shuttle badminton courts are used after the regular class hours.
- Annual **maintenance of playground and courts is carried out after monsoon** every year.
- Students and **youth from adopted village also use the playground** on prior requests.

Class rooms, Audiovisual Hall and Auditorium:

- The college Campus, class rooms, audiovisual hall and auditorium are kept neat and tidy on a daily basis by the house keeping staff.
- The **maintenance liaison officer** supervises the tidiness of classrooms and surroundings.
- **Faculty members** in the roster for proctorial duty **on day-to-day basis** also take care of issues related to cleanliness of the class rooms and campus in general.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 5.05

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
112	88	74	73	140

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

> **1. Soft skills**
> **2. Language and communication skills**
> **3. Life skills (Yoga, physical fitness, health and hygiene**)
> **4. ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 10.78

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
45	43	98	56	45

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0

5.2.2.1 **Number of outgoing student progression to higher education during last five years**	
File Description	**Document**
Details of student progression to higher education (Data Template)	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 82.88

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	13	6	8	8

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	15	8	10	11

File Description	**Document**
Upload supporting data for the same	
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	
Any additional information	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 44

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
7	1	19	10	7

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The institution ensures students representation and engagement in administrative, curricular and co-curricular activities which is one of its major strengths.

- College has an active body of **student council** namely **college union**. The college union provides a platform for the **development of leadership qualities, organizational skills and creative talents**.
- College union election is conducted through **a democratic, transparent, free and fair process** by the **college election commission**.
- Students exercise their **franchise in the parliamentary mode** as per the recommendations of the **Lyngdoh Committee** and **election rules of university of Calicut.**
- UG students elect **two class representatives (fifty percentage reserved for girls)** and **PG students elect one class representative** who further cast their vote to **elect the office bearers of the college union** for a period of one academic year.
- The union comprises of **chairperson, vice chairperson (lady), general secretary, joint secretary, two university union councillors, fine arts secretary, student editor, sports general captain and departmental association secretaries**.
- College union organizes a number of programmes in preparing the students for competitions related to various **literary, cultural, sports and games events, management fest, media fest, food fest, and debates**.
- Union also undertakes the publication of college magazine and organizes **philanthropic activities,**

disaster management and other social works. It also celebrates **national and local festivals.**

- Fine arts secretary is in charge of organizing and ensuring **participation of students in the college and university level literary, cultural and fine arts competitions**.
- Student editor is in charge of **publishing the annual college magazine** which depicts various talents of the students.
- The sports general captain is in charge of organizing and participating students in the intramural and intercollegiate competitions of athletics and various games.

Academic Committee participation

- Student union chairperson is the **student representative of IQAC** and the department association secretary is the **student representative of DQAC**.
- Library advisory committee and ICT Cell also have student representations.
- **DISA is a PG student's initiative of Masters Forum** to organize **NET, JRF coaching class, debates and seminars** on relevant topics for PG students of the college and organizes philanthropic activities too.

Administrative Committee Representation

- Student representation is ensured in all **statutory bodies** like **anti ragging cell and anti-sexual harassment cell, grievance redressal cell, women development cell, entrepreneurship development cell, career guidance cell, anti-narcotic cell, student initiative in palliative care, blood donor's forum, NSS, Career and placement Cell**.
- Student engagement in purchase and food committee of hostel ensures representation in **hostel administration**.
- As per the directives of the NREM under MGNCRE, MoE, college has nominated a **student development officer** for handling, Placement and Internship, Personality development, Technology, Entrepreneurship and Rural Engagement.
- IQAC ensures student **participation in its quality initiatives** like curriculum feedback and exit survey.
- Institution has a proactive **student techie community StackHub** for idea generation and incubation. **WIT** is a sister concern of StackHub which **promotes lady tinkers.**

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 44.6

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
29	34	55	56	49

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

- **MASCOSA (MPM/CA/202/2021) is the registered alumni association** of the college which strives to enrich a lasting bond between old students and their alma mater.
- The Alumni Association of the institution **functions as a two-tier system**- at the institutional level and the departmental level.
- The association **has units in India and abroad**. A good number of alumni are working in USA, Europe and Middle East countries. **NSS has a separate alumni chapter**.
- The alumni association has been actively contributing to their alma mater all these years towards **academic and financial means**.
- **College wise and department wise alumni meetings** are held in the college annually.
- **Non-financial contributions** involve **campus placement, placement assistance, supporting departments for organizing Seminars, workshops, institution-industry partnerships,** and intellectual contribution in the form of **resource persons**.
- Sri. Hari Krishnan, **first batch (1995) student of B.Sc computer science**, now CEO of HK School Trenz, **recruited final year students** through campus placement drive **in 2018**.
- **Poland based multinational company run by alumni recruited students of multimedia** through campus placement.
- **Interaction with alumni to motivate newly enrolled students** during **induction and bridge course.**
- **'Meet the Alumnus'** – Annual lecture series by prominent Alumni, a signature programme to enrich the advanced learners**.
- Alumni association of Media and Communication department **sponsored department library and drone camera worth Rs. 1 lakh** in 2020 **and N-listed by the department of Civil Aviation, Government of India.**
- **International webinar was organized in 2020 by the media alumni association** in which **six**

resources persons were alumni.

- **Department of Physics, Mathematics and Commerce** organized **webinars on various topics** in which **alumni were resource persons.**
- The alumni of PG department of computer Science organized **Webinars on Android Application, Introduction to GIT, Penetration testing and Cyber security Career opportunities**.
- Alumni support and contribution also involved in giving **coaching to students in fine arts programmes and sports**.
- PG department of **Microbiology collaborates with a laboratory run by alumni to conduct project works** using HPCC, and organized **workshops in which resource persons were alumni.**

Financial contribution

- Department **libraries** of Media, Sociology, Commerce and Chemistry departments **were sponsored by the alumni**. Commerce alumni **contributed Rs. 21050 for department library**.
- College has **contributed Rs. 5 lakhs for an alumnus mother** who was a kidney patient.
- Computer science department alumni **contributed Rs 33000 for medical treatment of a student**.
- Mathematics alumni provided **scholarship to a PG student in 2020** as part of Covid 19 relief activity.
- Alumni of Management studies **donated a lap top, projector and audio system** to the department.
- **NSS alumni** contributed **30 oxymeters and 5000 masks for Covid protection activities**.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The institution is established in 1995 by MEC under AMLI comprising of educationists and philanthropists for uplifting the rural and marginalized people through value-based quality higher education.

Vision

College aspires to be an institution of global excellence transforming the lives of rural and marginalized section of the society through value centered, professionally competent, quality education.

Mission focuses on academic and professional excellence, quality learning and research experience, human values and spirit of service, training in career and life skill sets, passion for the society and love for the nation.

The **Core Values** are

- **National development**
- **Technology integration**
- **Civic responsibility**
- **Gender sensitivity**
- **Global competencies**
- **Environmental sustainability**

Nature of governance:

- The institution practices **decentralized and participatory management** strategies integrating e-governance.
- The vision and mission of the institution are translated and implemented **through the bottom to top approach** and **stakeholder participation**.
- **College management committee is the apex body** with regard to policy making.
- **College governing body** patronizes the implementation of action plans and policies.
- **The executive power** is assigned to the **Manager of the college** who is the member secretary of management committee.
- **College council is the statutory body** with **Principal as chairman** and all HoDs and two elected staff representatives as its members. The Principal is supported by **office superintendent**, **finance and administrative staff**.
- IQAC initiates quality practices in the institution with the participation of DQAC.

Participation of teachers in decision making bodies

- Vision and mission of the institution envisage **teacher's participation in all decision making**

statutory and non-statutory bodies.

- The **college council help the Principal** in all decision-making process.
- Department council and DQAC are chaired by HoD, **supported by a member secretary (department coordinator)** with executive power.
- Participations are ensured in **NSS and statutory bodies like Anti ragging cell, Grievance Redressal Cell, Internal Complaint Committee, SC/ ST Cell, OBC Cell and Minority Cell. Faculty members are in charges of clubs and cells like Internal Evaluation Cell, Research promotion council, Teaching Learning Centre (TLC), ICT monitoring cell, Career Guidance and Placement Cell, Women Development Cell, Student Union Election Commission, and Library Advisory Committee**.
- IQAC **collects feedback from stakeholders** on curriculum, infrastructure facilities and student satisfaction.
- The **Parent Teacher Association (PTA)** plays important role in the governance of the institution. Institutional and department level PTA **encourage participation of teachers and parents in decision making process.**

Perspective plans

Perspective and quality improvement strategic plans are devised and executed through the IQAC, College council and other academic bodies.

- To **include students from economically and socially weaker sections** of society and **first-generation learners**.
- To awaken **social consciousness** and prepare **responsible citizens** through **value-based education**.
- To strengthen the **academic potential** and **employability /entrepreneurship skills** of students.
- To provide **technology infrastructure for quality teaching learning experience**.
- To **equip faculty members** with **professional skills, techno pedagogy and exposure to curricular updates**.
- To create to build a **self-reliant nation**.
- To develop **gender equality, environmental awareness and scientific temper** among the students.
- To **get quality accreditation from a national accreditation agency.**

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The institution follows decentralization and participative management for effective implementation of various institutional practices.

- **College union (student council) election and union activities** like arts festival and annual sports meet **are conducted through participative management.**
- **Internal academic audit and internal examinations**, **publishing of college magazines and NSS activities** also follow participatory management process.
- In **college union election**, the **college council appoints a returning officer** who is in charge of conducting the election. **HoDs are the presiding officers** and **tutors are the polling and counting officers.**
- **College admission committee** is headed by the **admission nodal officer who delegates duties among academic and administrative staff**.
- The **ICT Cell has a coordinator** and have enough **representation of teachers and students**.
- The **discipline committee is headed by a Chief Proctor** and it has **representations from all the departments.**
- **Anti-ragging cell, anti-sexual harassment cell and anti-narcotic cell** also come under the umbrella of discipline committee **in which participatory management is successfully practiced**.

Case study: Decentralization and participative management of career guidance and placement activities.

College has a proactive **career guidance and placement cell**. It has **college level coordinator** as member secretary and **department coordinators as members** of the cell. **Department coordinators** take the help of **tutors, mentors and student representatives of the class** for proper communication.

College and **department level student coordinators** and **class level coordinators** ensure **decentralization** and **participative management** in career guidance and placement activities.

The Career guidance and placement coordinator at **college level in consultation with the Principal, HoDs, college council, student representatives, tutors and mentors conducts career guidance and placement activities.**

The college appointed a **Dean of student welfare in charge of placement related activities**. Motivation sessions and counselling are being held in the institution by categorizing students into slow and advanced learners.

CGC **organized campus recruitment drive** successfully during **last three years** through a fully decentralized process. CGC faculty coordinator, student coordinators and dean will arrange firms with job vacancies.

The recruitment drive is organized in **three stages**,

- **Screening through written test**.
- **Pre-recruitment training** which includes **soft skill development programmes** like personality and communication development sessions, group discussions, mock interview.
- **Interview.**

Each stage is effectively supervised by Principal, Vice Principal, Academic Director, and HoDs. The Principal **delegates the authority to CGC coordinator and Dean** for the successful conduct of placement drive with the support of student placement coordinator.

Evidence of success

- In 2019, **300 students got training and 103 students got placement letter**. **12 companies participated in the campus recruitment drive**.
- In 2020, 16 companies came to campus and **4 students got selection in spite of Covid-19 outbreak**.
- In 2021, **65 students were selected for placement**.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

In connection with 20th anniversary celebrations, college governing body formulated various quality initiatives for lifting the institution in to new altitudes of excellence. The IQAC framed **a long-term strategic plan, 'Target 08'** identifying eight thrust areas, **value-based education, innovation and research for rural empowerment, employability skill development, institutional quality assessment, technology integration, faculty enrichment, social inclusion, gender equality and environmental awareness.**

in terms of faculty development, environment and energy, ICT, gender equity, research and publications, innovation and entrepreneurship, community outreach and rural development.

ICT integration in teaching learning process

In the wake of technology integration in education, college has formulated **an ICT policy for leveraging the potentials of ICT and e-governance** in the areas of teaching learning and evaluation, library, communication with stakeholders and campus surveillance.

The ICT policy of the **college focuses on digital coverage to various stakeholders** including students, teachers, parents, alumni and the public. The policy targets on raising the **campus internet speed above 50Mbps**, reduce the **computer student ratio to 1:10** and **100 per cent digitally connected classrooms in five years** by the year 2020 and which is achieved in 2021.

Policy advocates **to allocate sufficient fund** to strengthen **technology infrastructure** with respect to advancement in the industry. **ICT Monitoring cell recommends necessary upgradations in terms of number, specifications and access. The college management committee adopted all measures to strengthen the ICT infrastructure** progressively by implementing short term, mid term and long term plans.

ICT monitoring cell: implementation of strategic plan

- College **upgraded BSNL broadband 4 MBPS plan to 12 MBPS plan (OFC) and further in to 50 MBPS leaseline**.
- BSNL selected our college **as a spot for free Wi-Fi project**.
- **Tp- Link Wi-Fi extender** is inducted for **Wi-Fi signal extension**.
- **LCD projectors and laptops were provided to the departments.**
- An additional internet connection of **Asianet Satellite Communication optical fibre** has been activated.
- Media and Computer science labs were updated with **more number of high configuration systems.**
- **College e Content Development Centre is established** for **ubiquitous knowledge dissemination** by teachers and students.
- IQAC and Teaching Learning Centre organized orientation programmes for teachers to make them familiar with e Content development
- The college subscribed **Google education, Google Cloud (2TB), Folldy app** and **Campus.technologies.**
- All **the 65 classrooms are digitally connected with 50 MBPS speed internet lease line BSNL access using CAT-6 cables**.
- **E- college Solution (college ERP software)** is extended with **more interfaces admission, attendance tabulation, fee remittance and TC integration with website**.
- **Website updated with online admission facility, login (Student, parent and teachers), alumni registration**.
- Library Management system was upgraded with **KOHA**

Evidence of success in implementation of strategic plan

- **e-CDC aired 309 e – content videos** during last one and half years of Covid outbreak.
- **Enrollment in MOOC** increased among students and teachers.
- Teachers were able to **embrace the paradigm shift** in to new normal of **techno pedagogy.**
- All the **classrooms are digitally connected** and reduced the **computer student ratio below 1:10 as targeted.**

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

College management committee, governing body, college council, IQAC and department council are the important bodies to implement tutor policies.

College Management committee:

- College **management committee and governing body are the apex bodies** to frame institutional policies, start new programmes, develop infrastructure, sanction posts, appoint staff and revise salary packages.

Staff council:

- It is the **statutory body to take decisions** for the smooth functioning of the college under the chairmanship of college Principal. The constitution of the staff council is drafted by the department of collegiate education, Government of Kerala. Strategic and policy related decisions are taken in the staff council. **All HoDs and two elected faculty members** constitute the staff council under the **chairmanship of Principal**.

Internal Quality Assurance Cell (IQAC)

- IQAC has a significant role in initiating various quality practices and take necessary steps to enhance quality parameters. The **composition of IQAC follows guidelines of NAAC**. **Principal is the president** and a **senior faculty member is coordinator** and **member secretary** of IQAC.

Department Council

- HoD is the president, department coordinator is the member secretary and all teachers are members of department council.

Heads of Departments

- HoDs are the in charges of the day-to-day activities of the respective departments. HoDs monitor the academic plan, regular classes, attendance of students, assessments and co-curricular activities.

Office Superintendent

- College **superintendent is the head of the administrative staff**. Student admission, examination, scholarships, finance and accounts, hostel and transportation are the different sections in the college office.

Vice Principal takes charges of the Principal in his absence. **Academic director** of the college acts as a link between the college management committee and college administration. **Academic and administrative bodies** like admission committee, library advisory committee, internal evaluation cell, university examination cell, ICT monitoring cell, research promotion council, and discipline committee are part of administration.

Tutors and Mentors:

- Each class has a **tutor who always provide academic and non-academic support** to students.

Mentor-mentee system is implemented in the institution **to solve personal problems of students.**

Parent Teacher Association has a significant role in implementing the academic plans of the college**. Principal is the chairperson, one parent and teacher each act as secretaries.**

Examination Department

- The college has an examination department to conduct the university semester examinations. Chief superintendent, additional chief superintendent, assistant superintendent are the in charges of examinations. CIE is conducted by the college Internal Examination Cell.

Appointments

- The management follows a transparent procedure for recruitment of academic and administrative staff. HoDs and subject experts have freedom to select the staff.

Service rules

- Institution follows the **work load and service rules of university of Calicut**. **Promotion policies** are linked to performance which is monitored by **self-appraisal reports (SAR)** and feedback.

Admission of Students

- The student admission is conducted through centralized admission process (CAP) of university. A senior faculty member is appointed **as admission nodal officer** assisted by the **admission cell** in the college office.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

to develop and upgrade their professional and administrative competency.

1. As per the EPF act, the institution contributes to Provident Fund on behalf of staff.
2. Earned leave surrender and encashment facility for non-vacation staff.
3. Institution grants maternity leave.
4. Seed money to promote research aptitude among teachers.
5. Balance casual leave encashment facility for faculty members.
6. Accommodation and transportation facility for female staff on request.
7. Facilities of daycare and nursery school are provided to the children of employees.
8. DSS scholarship is provided to the wards of eligible staff members.
9. Free internet and Wi-Fi facility for online teaching.
10. Free mobile phone facility is given to all HoDs.
11. Faculty development programs and refresher courses are organized for the teaching staff by Teaching Learning Centre.
12. Special dining area for the staff members is available in the college canteen.
13. Guest house facility for staff.
14. Free mess facility to staff on prior request.
15. Parking facility is provided for all teaching and non-teaching staff members.
16. On Duty leaves and TA for attending seminars, workshops and FDPs.
17. Books and stationery items are available at reduced price in the college store.
18. Library facility is available for the staff even after the regular working hours.
19. A recreation room is available in the institution for the staff.
20. Faculty members can record and air their video classes through e-CDC.
21. A staff club as a forum to organize various welfare activities.
22. Organizes staff get together and tours.
23. Achievements of staff members are appreciated and honored.
24. Games and cultural events are conducted to enhance physical and mental strength.
25. Financial assistance for the medical treatment of the staff.
26. Special weightage in salary is given to PhD and NET/JRF holders.
27. Service weightage is given in salary fixation.
28. Work at home facility and Covid 19 vaccination camp for staff.

29. Physical fitness and yoga facility to staff on request.
30. Staff club celebrates festivals like X-mas, Onam and Eid irrespective of religion and caste.
31. Provision of medical and casual leaves.
32. Free uniform for security guards.
33. Separate washrooms are provided.
34. Rest area for housekeeping staff.
35. Meditation and prayer hall facility for staff.
36. CCTV cameras for ensuring safety and security of staff.
37. Comfort room for lady staff.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 57.43

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
56	63	75	39	56

File Description	Document
Upload any additional information	[View Document]
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document]

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 6

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	4	4	1

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 46.23

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
56	45	50	36	45

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has envisaged an effective mechanism to evaluate the performance of teaching and non-teaching staff.

1. **Monthly Self Appraisal Report System for faculty members (SAR):**

IQAC has initiated a comprehensive documentation system to record the activities of the faculty members at the department level on a monthly basis. **A questionnaire format of 35 points has been prepared** and **all faculty members are directed to** fill in the details at the end of every month and **submit the same to the IQAC**.

The practice enables the faculty members **to evaluate the progress of the curriculum in tune with the prepared teaching plan and academic calendar**. Furthermore, the practice enabled the departments **to prepare its annual reports, reports to management, university and government.**

The system enabled **regular monitoring of the status of individual faculty members**, students and department as a whole in all the segments of curricular, co-curricular and extracurricular activities and to formulate future plans. **SAR is one of the criteria for providing incentives to faculty members**.

1. **Monthly SAR for administrative staff:**

For administrative staff, SAR is **to ensure accountability and timely completion of tasks assigned**. Monthly **SAR is evaluated by the office Superintendent** and consolidated report is submitted to IQAC.

1. **Student feedback on Teachers:**

Student feedback system is implemented and action is taken for the overall **improvement of teaching-learning process**. Anonymity of the student participating the feedback is ensured. After analyzing the assessment report given by the students, **the Principal provides suggestions for improvement to the faculty members** confidentially.

1. **Exit survey from outgoing students.**

An exit survey on teacher quality and infrastructure is conducted by participating the outgoing students which is useful **for quality enhancement of faculty members**. Report of exit survey is prepared, discussed in college council and is forwarded to management for further actions.

1. **Academic Monitoring Cell (AMC).**

Members of the Academic Monitoring Cell are Principal, Vice Principal, Academic Director and IQAC core committee. **As part of internal academic audit**, teachers' diary, tutorial register, class diary, monthly lesson plan, student's feedback and portion completion status report are **evaluated by AMC on a monthly basis**.

Teacher's dairy is a record of teaching learning process, curricular and co-curricular activities and syllabus taught by the teacher. Class diary is the record kept by the student representative about the class room activities on a daily basis as per the time table.

1. **Annual Reports:**

Head of the department prepares the reports which comprise all the departmental activities including invited lectures, seminars as well as achievements of the students and faculty members. **The semester wise result analysis of students is conducted** and **included in the department annual report**. The **consolidated departmental reports of each year are published in the college annual magazine**.

1. **Feedback from External Stakeholders:**

Feedback on syllabus, teaching- learning process and infrastructure facilities from alumni, parents and employers is collected periodically through meetings (offline and online) and google form.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts financial audits **in a three-tier system**.

- **Institutional level**
- **Management level**
- **External audit**

The **college accountant is in charge of the regular receipts and payment** in various heads in the financial activities of the institution. The **petty cash book is maintained** in the institution for meeting recurring petty expenses. All **payments are updated in the ERP software after manual verification of supporting vouchers**. **Daily receipts and payment will be consolidated, principal verifies the same and forwarded to account section of the management**. Monthly Debit, Credit, Balance (**DCB statement) is generated from ERP software** and submitted in all governing body meetings.

The Internal audit by the institution includes:

- Checking compliance with policies, laws and regulations.
- Verification of cash book
- Examining the bank passbook
- Admission record verification
- Verifies acknowledgement letters with regard to scholarships.

Majlis Educational Complex under **AMLI has appointed head accountant and financial auditor to conduct the daily internal audit**. They are in charge of all financial transactions including receipts, payments and auditing.

The Internal audit by the management includes:

- Compares budgeted statements with the actual one.
- Review the means of safeguarding assets and verifying the existence of such assets.
- Verifies the fund allocated for various departments and committees and its utilization
- Reviewing and appraising the economy and efficiency with which resources are employed.
- Examines payments for maintenance and any other miscellaneous expenses
- Settle the audit objections raised by the external auditors.

External Audits:

The **external audit team** of college is **JBS and Associates, Chartered Accountants, FRN007021S**. They conduct **the external audit and issue the annual audited statements**. Audit statements are approved by the general body meeting of the management.

The following **audit objection** is noted by the external auditor in the Independent auditors' report and the same is settled down by the internal auditor as per the financial rule and regulations.

Audit objection raised: Physical verification of cash on hand as on 31st March has not been carried out by external auditor and the cash on hand on 31st march is shown as certified by the management.

This objection is settled by physically producing the records and receipts of disbursement of cash such as petty cash book, bank passbooks, daily receipt and payment register to the external auditor.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

College has **a policy for resource mobilization and optimal utilization** developed by the management committee.

- The governing body members ensure that the income generated is spent optimally in the institution itself.
- A **finance subcommittee is in charge of inflow and outflow of funds**. All the financial transactions are based on the **budget and budgetary control**.
- **Major source of fund is the tuition fee collected** from the students. The semester wise tuition fee is prescribed by the university for each UG and PG programme and the same is displayed in the college brochure, handbook and website.
- As a **mechanism for collecting tuition fee** the college conducts **registration day for each semester using a prescribed proforma** to fill and produce in presence of parents to the HoD and Principal. The student has to **pay the tuition fee on the registration day**.
- The management has **a scholarship policy for financially underprivileged students (Rs. 15 lakhs per annum)**. Considering the financial crisis due to COVID 19 outbreak, **the college has sanctioned scholarship to every student** in the year 2020-2021.
- Sufficient **funds are allocated for co-curricular and extra-curricular activities**. Tuition fee is mainly used **for paying salary of teachers and administrative staff and for infrastructure augmentation and maintenance**. The management **provides financial support to faculty members for attending seminars/workshops/ activities/FDPs**.
- The institution follows both **internal and external audit procedures for** optimal utilization of financial resources.

Major sources of income are

- **Tuition fee generated from students.**
- **Contributions from Philanthropers:** The college is run by a society which receives funds from **philanthropers and well-wishers.**
- **Parent –Teacher Association (PTA) Fund:** One-time **PTA fund is collected from students** at the time of admission. It is **utilized for students' welfare like medical facility, seminars and workshops, sports and cultural activities, printing and publishing of annual magazine, books and journals to library**.
- **Alumni Associations:** Departmental alumni associations contribute money for purchasing books, equipments and also for helping students and their family for tuition fee remittance and medical treatment.
- **From Government agency:** College does not receive major financial assistance from government, college received minor **financial assistance from district industries centre** for ED Club. The

college **IEDC has received a financial support of Rs. 2 Lakhs** in 2020-21 from Kerala Startup Mission to strengthen the research and innovation in the campus. Under PMMMNMTT, GoI, **college got minor financial support for faculty development programme through CALEM centre of MHRD**. **Kerala State Science, Technology and Environment Centre sanctioned minor fund for national science day celebrations**. College received minor **financial support from the department of Minority welfare, government of Kerala** for conducting premarital counseling.

Success of fund mobilization

- College has implemented the **semester registration process as a good practice** for the tuition fee collection.
- During COVID-19 lockdown period, institution **was able to mobilize funds through the existing procedure of semester registration with support of PTA**. Institution was able to disburse the salary of employees promptly. This model of semester fee collection was appreciated by self-financing college management bodies in the Kerala state.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC plays a significant role in framing policies and measures to institutionalize quality sustenance and enhancement in academic and administrative frontiers of the college. IQAC regularly monitors teaching learning process in the College and takes necessary steps for implementing innovative teaching methods.

The following practices are institutionalized by IQAC as quality assurance strategies.

Teaching Learning Center (TLC)

TLC is functioning in the college to equip the teachers with learning of new pedagogical practices. TLC promotes learner centered approaches, flipped teaching, outcome-based education and training for question paper designing based on Bloom's taxonomy. TLC catalyzes technology integration in teaching learning process.

New faculty members are given induction training to make them familiar the higher education system. FDP on OBE is organized in last three consecutive years by faculty members from TLC of IIT Madras. Outcome defining, adoption of teaching methodology and assessment of outcome attainment were the

themes of FDPs.

Seven Day Workshops on research methodology were also organized by TLC in association with Research Promotion Council , to encourage research by faculty members during 2019-20, 20-21 academic years.

FDP under PMMMNMTT, CALEM, HRDC was organized three times in the college. Workshops and Orientations programmes on e-Content Development and LMS, Flipped Classrooms, Techno pedagogy, MOOCs were also organized.

An orientation Programme on teacher Personality was lead by Dr. T.O.Paulose, Former HoD of Social Work, RCSS, Kochi.

TLC also organized Orientation programmes in GST, for the faculty members of commerce and management studies.

Innovation and entrepreneurship hub

IQAC has identified the potentials of faculty members, students and infrastructure to develop an innovation culture in the institution. IQAC facilitates the hassle-free functioning of student techie communities and startups within the campus.

StackHub and WIT (Women in Tech) are the student techie groups which groom idea pitching and incubation. Institution started with functioning of **ED Club** to **build a culture of self-reliance through entrepreneurship and established REDC, SESREC** under MGNCRE, MoE.

ED awareness, idea generation, talks with successful entrepreneurs, software developing, IPR Talks, **honouring student entrepreneurs** are activities of ED club.

Three Day ED Conclave 2021 was organized **as a support initiative of Aatmanirbhar Bharat.**

IEDC organized **workshop on autonomous vehicles** in collaboration with **Centre For Innovation (CFI), IIT Madras.**

IIC of college under MoE organized **Workshops on Robotics, IoT, cyber security and ethical hacking**.

Innovation Outcomes:

College is **one among 45 HEIs selected for social entrepreneurship business plan implementation National level competition** organized by MGNCRE.

Commercial **App 'Spotons' for restaurants, graduate, webmax and Majlis App are testimony of startups by students.**

A student tinker won first place in the Kerala state level **'Coding' competition** conducted by startup mission Kerala 2020-21.

Developed a fertilizer-cum- Pesticide 'Penicifert' as part of student project and is in **its way to get patent (Indian Patent Application No. 202241005351)**.

B.Sc Physics student Mr. Midhun was selected (only one student from Asian countries) to observe the Large Hadron Collider experiment conducted by European Organization of Nuclear Experiment (CERN), Geneva and his thesis was accepted and **he received Young Scientist Award**.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

To review the teaching learning process, IQAC has implemented solid measures like **academic audit, assessment of outcome attainment, parents meeting, project compiling, feedback** from students and faculty members.

Academic and Administrative Audit

The main objective of academic audit is to **evaluate the quality of teaching learning and academic administration process** based on predetermined benchmarks.

The Academic and Administrative Audit is a peer review process including a self-study and a site visit by peers from inside and outside the institution.

The IQAC follows a two-tier AAA

1. Internal Audit
2. External Audit

Internal audit is conducted by IQAC twice a year. IQAC core team and representatives from management committee scrutinize the academic activities of departments. Important documents verified are class diary, teacher's diary, monthly lesson plan, tutorial register, mentor mentee register and SAR. The **report is presented in the college council for a SWOC** analysis. **Department wise audit report is presented in department council** for remedial measures in case of any deviation from the quality parameters.

The **external audit was done by the external registered agency (Sheshadri Globally Educational Competency Techniques SGECT, Pune).** Institution is **a mentee college under UGC Paramarsh scheme** and **collaborates with mentor college for academic audit** as part of the preparation for

assessment by NAAC. The **recommendations of external audit agency** are **discussed in the college governing body and college coucil** to review the teaching learning processes.

Review of learning outcome attainment

Institution has **established TLC for incorporating new trends in the teaching learning process** such as **techno pedagogy and OBE**. IQAC and college TLC in **collaboration with TLC of IIT Madras, organized workshops on OBE and assessment of outcome attainment, question paper designing and OBE** based on Bloom's taxonomy for last three academic years. **Outcomes of these workshops** were **the paradigm shift in**

- **Teacher centric pedagogy to student centric pedagogy**
- **Course and programme objectives in to course and programme outcomes**.

University has incorporated OBE in to curriculum in CUCBCSS 2019 UG and PG regulations. **Faculty members of department of Media and Communications framed the course outcomes of BA Multimedia Programme of the university** which was approved by the BoS and Academic council.

Institution has witnessed incremental improvement in shifting teacher centric to student centric pedagogy mainly due to adapting OBE and integrating technology. Student centric methods like e-CDC peer teaching, e Content development by students, various student projects, workshops on web development, cyber security, holography, IoT and robotics are institutionalized.

Course Outcomes are transacted through websites, handbook, induction bridge courses, video lectures and classroom lectures. Student attributes were connected to teaching-learning activities and course outcomes for creating an integrated learning environment. **Students and faculty members were able to conceive the tangible concept about quality of education by assessment of outcome attainment**.

The ICT cell of the college developed a software for quantifying the outcome attainment.

Based on the outcome attainment calculation, **IQAC recommended a reengineering of teaching learning process through institutionalizing experiential, participatory, problem-solving methodologies and study camps.**

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**

4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The institution has integrated gender equity and sensitization in curricular and co-curricular activities. Different courses in curriculum focus on various gender issues. In sports, arts festival, college union election and various activities of college union, gender equity is ensured.

Institution encourages women and men without discrimination in all programmes, there are certain areas which are specially taken care for women empowerment.

Women Development Cell (WDC) has annual action plan to conduct various activities towards gender equity. College provides hostel and transportation facility to women.

Safety and Security: College has taken special care for the safety and security of all students especially women.

- The security department deployed **security personnel at all strategic points** in the campus.
- **CCTV surviellance** in the campus including hostel premises.
- College has **a proctorial system** which ensure security under a chief proctor.
- To monitor entry of visitors**, log books are maintained** at the entrance.
- **SMS is sent to parents** to intimate them regarding students' attendance.
- College has **statutory bodies like anti-sexual harassment cell, anti -ragging cell and grievance redressal cell**.
- Women students are given unarmed combat training by Kerala Police Department under **Nirbhaya programme**.
- Female faculty members **accompany the girls in their industrial visits, study tour, various cultural and sports competitions outside the campus** and to hospitals whenever medical treatment is needed.
- Ladies hostel maintains entry **exit register and roll call**.
- **Safety manuals** are available in Science Laboratories.

Counselling:

- The counselling centre **'Pratheeksha'** headed by **college academic director and faculty members** from department of Sociology gives timely assistance to the students, especially to help them to recover from psychological trauma.
- **Mentor-Mentee System** facilitates one to one counselling.
- **Group counselling by Dean of student welfare** and tutors.
- A **Pre-marital Counselling Centre** is established in collaboration with the Minority Welfare Department, government of Kerala.
- **Career Counselling** is facilitated through Career Guidance & Placement Cell.
- **Parental Counselling** is given to parents on healthy parenting.

Common Room:

- Common rooms are provided for male and female students.
- Toilet facilities, rest room, meditation and prayer hall, yoga centre, sanitary pad vending and incinerating machine, first aid kit, drinking water facility are provided.
- A common room with TV & WiFi is available in the hostel.

Day care centre for young children:

- Provides **daycare facilities and nursery school for children of staff and students** during working hours.

Other relevant information

- In students' council elections, **fifty percentage of seats are reserved for women.**

The posts of vice chairman and joint secretary are also reserved for female students.

For the first time, in the academic year 2019-20 the college elected **a female chairperson for its student council**.

- College StackHub has a sister techie community for girls (Women In Tech) which organizes techie Talks, Innovation and Startup chats.
- College woman student techie bagged first **place in the state level Code A Pookkalam 2021 competition conducted by KSUM**
- IEDC and ED club **conducted workshop on art, craft and ecofriendly products for female students**.
- **Women entrepreneurs and achievers are honoured** every year

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The Institution follows **Green Protocol** and adopts methods to become **a zero-waste campus** and has **a Swachh Policy**. Institution conducted **a yearlong awareness campaign on waste management** and to **declare campus as plastic free zone**. **Reduce, Reuse and Recycle** was the moto of the campaign.

Green audits are initiated to revitalize existing green practices. The college NSS units and **Local Panchayath body** adopt various sustainable strategies for waste management. Solid, liquid bio-medical, e-waste and chemical waste are treated separately using scientific methods.

Solid waste management:

The solid waste materials generated in the college include food waste, papers, thermocol and other packing materials. Separate **waste bins** are kept for bio-degradable and non-bio-degradable waste. Bio degradable wastes are deposited in the **bio-gas plant**, **gas is used for cooking and residue is used as manure**. **Incinerators** are used for burning paper and napkins.

College promotes use of **vermicompost** for solid waste management. It is supplied to farmers in the adopted village as fertilizer. **Research projects** were conducted **on solid waste management of napkins by microbes of soil**. Waste paper generated is used for making decorative materials, paper pen and bags, teaching aids especially for neighboring schools as part of campus campaign **'waste is not to waste'**. **Paper** being the major source of waste generation, its **usage is minimized** by **promoting office automation and e-governance, using public addressing system and the online submission of assignments**.

Liquid waste:

The major liquid waste includes effluents from laboratory, toilets, bathrooms, hostels, canteen and college buildings. **Twenty Septic tanks and soak pits** are constructed underground as per Indian standards in

proper drainage (BIS code IS2470 of 1981).

Bio-medical waste management:

The bio medical waste generated are discarding samples of cultured microbes and apparatus like needle and syringe. **Initially these are disinfected and then deposited in the auto clave in laboratory**.

Waste recycling system:

Thermoplastic waste are given to scrap dealers as per **MoUs signed** with **local Panchayath Harith Karma Sena** (Green Volunteer Force).

E- Waste management

E waste management is primarily done by **the buyback scheme with the vendors**. e-wastes are **used for the practical sessions** in the **Certificate course on hardware repairing**. **Scrap dealers** also procure, damaged battery and e-wastes from campus. An **MoU was signed for e waste management** with a competent agency to tackle e waste problem.

Hazardous chemicals

Chemistry laboratory has **fume hood for incineration** and heating of specific reagents and chemicals. Hazardous chemicals **are collected in septic tank and soak pit** lined with charcoal, underground **Teflon tank and insulated** with concrete walls. The college offers certificate course on chemical waste management. An **MoU was signed for hazardous chemical waste management with external agency**. No hazardous radioactive material is used in the college premises.

The college is a recognized Social Entrepreneurship, *Swachhata* and Rural engagement cell (SESREC) institution by MGNCRE, GoI and has taken the *Swachhata pledge*. **Vriksha Raksha Bandhan (Tie Rakhi to our sibling species**) was held in college bio diversity park on 22 August 2021.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**

5.Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

of the institution.

Qualified **candidates from the disadvantaged communities of the locality are given adequate representation** in the appointment and admission. While constituting various statutory bodies like PTA and Alumni, the institution upholds its inclusive policy.

Cultural Diversity

College promotes tolerance and harmony towards cultural diversity by organizing various cultural festivals.

- College conducts **arts festivals and competitions in classical dance forms** like Bharathanatyam, Mohiniyattam, Kuchippudi, Keralanadanam. **Regional events** like Kolkkali, Thiruvathira, Oppana, Patriotic songs, Folk songs are also practiced.
- College organized **three-day residential camp in the tribal village to learn the cultural diversities of Adivasis**.
- Annual **visits to cultural heritage centres of regional and national importance** are also organized regularly.

Linguistic Diversity

The College offers **Hindi, English, Arabic and Malayalam as optional languages** for UG programmes. **Sanskrit, Kannada and Tamil** languages are promoted in the college by organizing competitions of elocution, essay writing, short story writing and versification. **College organized a one-week programme from 14/09/2020 to 25/09/2020 in connection with National Hindi Day**. Competitions in 14 events were organized as part of the celebration. **Malayalam Day** is observed on 1st November every year. **Arabic day** is observed on 17th December. **"Orpheum and exposure" are film festivals organized** in the college which screened films of linguistic diversity.

Communal Harmony and Tolerance

Inclusive environment is visible in the governance and leadership of both academic and administrative level.

- In student admission process the college **follows rules and regulations of university of Calicut and govt**. of Kerala and **ensure inclusion of various reservation categories**.
- The college **celebrates Onam, Christmas, Eid, Holi, Diwali and Ifthar meet** every year. Online Onam celebrations were organized by each department during the covid-19 pandemic in a unique way.

Socio economic diversity

- College management committee provides freeships to poor students irrespective of caste, creed and religion since 1997. College management committee introduced COVID-19 scholarships to all students in the year 2019-2020 by reducing 8% tuition fee.
- During the outbreak of covid-19 pandemic, the college conducted **a socio-economic survey to identify poor students who cannot afford smart phones and television** for their online studies. College management committee **supported such students for procuring online learning devices**.
- College NSS **distributed food kits and blankets for the needy people**, **medical equipment (Oximeter, Mask & Sanitizers) to local self-governments** including Edayur panchayath and Valanchery Municipality.
- Organized **workshop on LED bulb manufacturing for physically challenged**, conducted registration camps for Covid-19 vaccination. **"Njangalund Koode"** (We are with you) is an exclusive initiative of NSS for the children of VKM special school.
- **"Abhayam"** (Home for Homeless) is a project of NSS to build home for the needy people
- **"Snehasparsham"** (Touch of Love) is a continuous support to palliative patients.

- Datri **stem cell donation**.
- **Visit to 'Santhi Bhavanam'** old age home.
- College alumni and faculty members donated money for treating kidney and cancer patients of family members of students.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Institution has taken constant efforts for sensitizing **students and staff** about the constitutional obligations, values, rights, duties and responsibilities of citizens. . The obligations rights, duties and responsibilities are given in the college website.

Every year on 26th of January, various programmes are **organized for the students and staff** for sensitizing the Constitutional obligations. In 2016, college organized Quiz programme on the Constitution of India in connection with **125th birth anniversary of Dr. B R Ambedkar**.

- Equal **Opportunity Cell, Minority Cell, OBC Cell, RTI Cell and SC/ST Cell** are functioning in the institution.

- Every year the **national flag is hoisted** by the Principal on **Independence day** and **Republic day** in a befitting manner in presence of students, staff, parents and management committee members.
- **National anthem is sung every day** and on special occasions and events.
- **National pledge is printed** and **published in the student handbook**.
- **College pays homage to the great freedom fighters** on their birth anniversaries.
- College observes **Kargil vijay diwas** and **Phulwama Martyrdom Day** as part of cultivating **patriotic fervour**.
- Students and Staff have **taken Vigilance Pledge** initiated by **Central Vigilance Commissioner.**
- Organised a **'FREEDOM TALK'** series as part of **celebrating Azadi Ka Amrit Mahotsav,** 75th Year of India's Independence.
- The **150th birth anniversary of Mahatma Gandhi was celebrated** by organizing various activities like painting, pencil drawing, cartoon competitions, exhibitions, quiz competitions on the various topics of freedom struggle and life of Mahathma.
- The **Constitutional rights regarding equality, freedom, cultural and educational rights are displayed** in the campus and in the library.
- Department of Hindi conducted quiz competition and essay competitions on the **150th celebration of Gandhi Jayanthi**.

- **Short film on the topic of bravery of Indian soldier** is released by the department of Multimedia and Communications.
- **Quotes encompassing constitutional ideas and pictures of national heroes and heroines are exhibited**.
- The institution considers **student council election** as the cradle of democratic process in India and conducts election every year as per the Lingdoh commission report.
- Students and staff organized **visits to historically important places of freedom struggle** like Jaliyanwalahbag, Red fort, Sabarmathi and Rajghat.
- As part of Constitution Day observation, NSS organizes screening of films such as **Samvidhan and Dr. B. R Ambedkar** to educate the value of constitution.
- As part of problem-solving methodology, **students of mass communication files RTI queries.**
- **Gandhi corner** is established **in the college library** to educate generations about Gandhian Philosophy.
- The institution promotes the **scientific temper and spirit of inquiry through the campaign against superstitions**.
- The institution frequently organizes interactive sessions **with legislative members, IAS and IPS officers to give students and staff** a briefing regarding the working of democracy.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

- **World Environment Day (June 5th)**

World environment day is celebrated every year in the college as part of United Nation event for encouraging awareness and action for the protection of the environment. College NSS organize tree plantations regularly in collaboration with NGOs and governmental agencies and evolved **a bio diversity park** because of the efforts over the years.

- **International Yoga Day (21st June)**

The department of Physical education and staff association celebrate yoga day every year. The demonstration of ASANAS is organized. College offers certificate Course on Yoga.

-

Our institution celebrates Independence Day every year with great patriotic spirit and fervour. Swachhata Mission works, like cleaning of hospital premises, public places are also organized. College celebrates the **75th year of Independence** *Azadi ka Amrit Mahotsav* by organizing a number of impact programmes.

- **Teachers Day (September 5th)**

Teacher's day is observed in the college to commemorate the birth day of the first president of India, Dr. S Radhakrishnan. As part of Teachers day celebration of 2021, **a national webinar on NEP 2020** was organized for teachers.

- **Gandhi Jayanthi**

The birth of anniversary of the father of the nation is observed every year with honour and enthusiasm. The NSS volunteers indulge in social service activities; oath taking on non-violence and peace, quiz, painting, cartoons, pencil drawing competitions are held on various themes of Bapuji. The **150th birth anniversary was celebrated** during 2019 in a befitting manner.

- **National Mathematics Day (October 22nd)**

National Mathematics Day is observed every year by the department of Mathematics to commemorate the birth anniversary of legendary Indian mathematician Srinivasa Ramanujan and his contribution in the field of Mathematics, by organizing seminars, quiz and **talks on Vedic Mathematics**.

- **Children's Day**

Children's day is celebrated every year to mark the birth anniversary of first Prime Minister Shri Jawaharlal Nehru. NSS volunteers organize special programs for the **mentally challenged children of nearby VKM public school**.

- **Republic Day Celebration**

Republic Day is celebrated every year. The national flag is hoisted followed by the **keynote address on the duties, responsibilities and rights of citizens**.

- **National Science Day (February 28th)**

National Science Day is observed on February 28th every year to celebrate the discovery of Raman Effect. Science departments jointly organize seminars, quiz and talks of eminent scientists. The **KSSTEC, Trivandrum financed various activities in the college**.

- **International Women's Day (March 8th)**

College women development cell organizes International Women's Day to celebrate **the achievements of women and a call for gender parity**. Unarmed combat training to women students is organized by Kerala Police personnel and women entrepreneurs of the locality are honoured.

- **International Peace Day (September 21st)**

Institution celebrated International Peace Day on September 21st of 2020. The theme of the year was **'Shaping peace together'**.

- **International Youth Day**

International youth day was celebrated every year **to commemorate philosophy of Swami Vivekananda**.

- Onam, Christmas, Holi, Diwali and Iftar also celebrated in the institution. Department of Hindi **observes Hindi day.**

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice I

Title of the Practice: e-Content Development Centre (e-CDC) Ubiquitous knowledge Dissemination

Objectives of the Practice:

Majlis College earnestly believes and upholds transforming India through reforms of education. ICT integration in teaching learning led to a paradigm shift in pedagogies, teaching and learning methods.

Realizing the importance of **online education to leverage potentials of technology**, college **established a well-equipped e-Content Development Centre (e-CDC)**. The objective of e-CDC is to **embrace technology enabled learning system to enhance the quality of teaching and learning** with **round the clock accessibility**. The concept of e-CDC provides **opportunity for experiential and participatory learning** to students of Multimedia. Video lectures of teachers will give an opportunity for **self-evaluation about teaching methodology**.

The Context

Following the directives of UGC and university of Calicut to procure knowledge highways and online data bases to provide **ubiquitous knowledge dissemination** to the learning community, TLC and IQAC embarked on extensive project to establish **blended learning studio** in the college. The idea was conceived in 2017 and a proposal was submitted in 2018. The draft got hassle free approval from the college council. College governing body and department of Multimedia supervised the implementation task. Entire education system in the college was updated accordingly. All faculties were given four-day training sessions to develop online contents, handle cyber spaces with multiple tools and special training was given to students in production control and editing. The dream project was unveiled by the **Vice Chancellor of university of Calicut** A newly annexed digital studio was dedicated to the nation by the **higher education minister of Kerala**.

The Practice

At e-CDC, online contents and info graphics in every discipline as per the syllabus of UG & PG programmmes are produced and uploaded into the YouTube channel Majlis e-content. At present, e-CDC has the studio facility to shoot/record **three teachers** and editing / producing **eight videos at a time.** Learning community not only at college but at global level can easily access the online contents since the university of Calicut has affiliated centres abroad and especially for correspondence programs. e-CDC is a unique practice and the first of its kind under university of Calicut and throughout Kerala that a college stood in the forefront to empower its academia through digital inclusion.

In the beginning of every month, the department of Multimedia prepares a month-long schedule for shooting with representations from all departments. Faculties from respective departments deliver their lectures in a systematic way moving from one module to the other and cover whole syllabus of the courses. This will help the learning community as they could audit and listen the courses without any hurdle.

At the e-CDC, both digital studio and the production unit is **handled by students** under the supervision of department faculties. A team of eCDC core working group comprises of 4 graphic designers, 2 motion designers, 8 visual designers, 5 cinematographers, 2 photographers, 2 Sound Engineers, one 3D Animation compositor, one 3D modelling artist, 2 DI colorist and one live Telecasting technician. Shooting,

recording, editing of audio and video lessons, graphics, animations and visual effects are assigned as part of student centric teaching learning process. The applications like Autodesk Maya, Adobe Photoshop, Illustrator, Premiere Pro CC, Avid Protools, Cinema 4D, Final Cut Pro, DaVinci Resolve Studio are used by students for 3D animation and vfx, Graphic Designing, Digital Drawing, Visual Designing, Sound Engineering, Visual Compositing and Color Correction. Since the students engaged with the production works, **students are the real beneficiaries of the project**.

Apart from the faculties, the e-CDC provides unique opportunities to the students for recording video lessons. Advanced learners from every department are encouraged for **peer-teaching**. Peer teaching through eCDC is beneficial to slow learners. Establishment of e-CDC benefitted the college in multiple ways. Induction and bridge courses are designed through video lessons prepared in eCDC.

Evidence of Success

e-CDC has been successful initiative for it benefited education system in multiple ways.

It provided professional competencies for the faculty members due to the global access.

For learning community, the online contents were accessible anywhere and anytime. Significantly, the e-CDC official YouTube channel, 'Majlis e-Content' has produced and uploaded 309 videos earning a goodwill for the college in this regard. College e-CDC has been recognized as a benchmark by a number of affiliated colleges throughout Kerala, as the department of Multimedia has been appointed as consultancy agency.

For management and parents, teaching-learning process can be assessed in terms of quality and content through e-content observation. For graduates under the department of Multimedia, e-CDC facilitates opportunities of student centric, participatory, experiential learning and employability. Placement of Multimedia students in a Poland based tech company indicate the success story of e-CDC initiative and its impact upon the learning community.

e-CDC provides opportunities for both the advanced and slow learners and helps to bridge the gap between them. Media and communication department has collaborations with institutions and media industries to share the success story of e-CDC. The Media Academy, Trivandrum under govt of Kerala also collaborated with the college for media production.

Problems Encountered and Resources Required

e-CDC like an establishment requires plenty of efforts and resources varying from huge investments to highly skilled faculties. High establishment and operating expenditure stand as obstacles to the colleges in private and self-financing sector. Digital divide and technical lag found among the faculties in integrating technology-based education system as well as their lack of professionalism decelerate production process.

Being students the real operators of e-CDC, they need long professional training to handle the system which creates deadlocks during the time. An important challenge which e-CDC encounters is that technological upgradation. The digital platforms, equipment, tools and software are getting outdated and replaced within short span of time globally which require further deployment of huge funds. The maintenance expenses also emerge as hurdles. In spite of all these our e-CDC sings the saga of success.

Notes (Optional)

Majlis College as well as e-CDC are moving to develop a second stage of updated studio and production units utilizing Augmented Reality (AR). Since State Ministry of Education has directed institutions towards installing augmented reality platforms which recreate enhanced version of physical world using digital visual elements, sound, and other sensory stimuli delivered via technology, the college is preparing to develop a third studio with such technology. It will be very useful for any institution, to embark upon latest technology and assign reputed/public companies in the installation process.

Best Practice II

Title of the Practice: Destitute Scholarship Scheme (DSS)

Objectives of the Practice:

Majlis College is a higher education institution founded for **disseminating knowledge to rural and marginalized classes** irrespective of the demographic components such as caste, creed, colour, religion and gender. Major segment belongs to rural vicinity with financially weaker sections. **Destitute Scholarship Scheme**, a course fee waiver scheme which provides security and support to those who are coming from economically backward categories. The prime objective of this scheme is to ensure education support to those from all walks of life to get empowered socially and economically, since **social inclusion is engraved in the vision statement**.

The Context

During 1997, years after the college's establishment, it was noticed by the tutors that a number of students couldn't afford their education expenses due to poor economic background and some of the gifted students belonged to weaker sections in the society become part of dropouts. College council prepared the detailed report and submitted the proposal of a student aid fund to the management. The governing body accepted the proposal and drafted a byelaw of the Destitute Scholarship Scheme (DSS). As per the scheme, an application for the scholarship will be invited at the time of admission. All eligible candidates can apply with required documents. The college governing body will select the beneficiaries through a hearing with the candidates along with their parents after a scrutiny and local enquiry.

The Practice

Being a private institution operating in the rural vicinity, destitute scholarship scheme was a courageous step forward which benefited many students. At the time of admission, a general call for Scholarship Scheme will be invited. This is one of the unique practices directly supervised by the college governing body. Scholarship is open to all students irrespective of programs. Number of beneficiaries will be decided by the governing body depending upon the applications received. Once the applications from parents are collected, a program wise categorization is done, eligible candidates are called for a hearing before the college governing body. Members of the governing body examine the economic status of the candidates and their score in the qualifying examinations and a program wise rank list will be prepared. The selection process is transparent as the governing body ensures that only eligible candidates are the beneficiaries irrespective of caste, creed and religion.

DSS is successfully implemented in all institutions under the Majlis Educational Complex from

kindergarten to post graduate level. Selected students need not remit semester tuition fee throughout the entire duration of the programme except their examination fee which has to be paid to the university of Calicut. Most of the beneficiaries of DSS belongs to siblings of orphans, destitute and children of staff and *Karmacharis*. Recommendations of tutors and mentors are also considered additionally for DSS.

At the end of each semester (earlier it was year wise), the college governing body will convene a scheme assessment meeting. Beneficiaries with their parents participate the meeting together with governing body members. Study progress will be analyzed according to their class performance, attendance, performance in internal and external examinations and participation in curricular and co-curricular activities. It is observed that most of the beneficiaries are renewed into the scheme while in rare cases, beneficiaries with unsatisfactory performance are excluded from the scheme. DSS is an exclusive program successfully implemented by Majlis Educational Complex during the last twenty-five years and it has been an exemplar for other educational institutions. During the Covid-19 period (academic year 20-21), college governing body took favourable step by extending the scheme to all students in the college and offered scholarship amount of 8% of their semester fee.

Evidence of Success

Since the last two and half decades, DSS scheme turned into one of the best practices of the institution and instrumentally worked in decreasing dropout rate from economically backward sections. It ensured the representation of students in the college from all social categories in spite of their adverse financial status. DSS emerged as a successful scheme which produced hundreds of graduates and post graduates from destitute families. DSS played a pivotal role in supporting these students financially to complete their education for self-empowerment. Most of them either secured placements in reputed government and private companies or are self-employed. A good number of beneficiaries are working outside India in various MNCs. Destitute Scholarship alumni collaborate with various academic and co-curricular activities of the institution and offered financial support for student welfare activities. Recycling process in which the employed beneficiaries (who completed the study and placed) are motivated towards being part of the scheme and support their younger generation. Institution has earned a goodwill in the society by successfully implementing its best practice which is part of **its policy of inclusive growth**.

Problems Encountered and Resources Required

- Responses received for financial assistance through DSS are large in numbers. Due to lack of resources some of the applications could not include in the scheme.
- Drop outs were there among the beneficiaries due to the reasons which are out of institutional reach

?**Notes (Optional)**

During the Covid-19 time, DSS got a structural change. The scheme was expanded to all students in the college and the 8% of the semester fee was waived off. Step taken by the college governing body during the pandemic was appreciated by the learning community as well as their parents. For all institutes who may initiate such scheme, it will be better if they institutionalize the practice with sufficient resources and adopt utmost transparency in the selection process.

File Description	Document
Link for Best practices in the Institutional web site	**View Document**
Link for any other relevant information	**View Document**

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Title of the Program: Rural Empowerment Project undertaken by Majlis Centre for Extension Activities (M-CEA)

Introduction

Inspired by PURA (Provide Urban amenities to Rural Area) a dream project envisioned by Dr. APJ Abdul Kalam, Majlis college launched initiatives to bridge the gap between rural and urban continuum. Majlis Centre for Extension Activities (M-CEA) is a single window initiative to lead outreach programs and to coordinate various extension activities executed by concerned departments. Following the NEP 2020 directives which emphasized on rural development and vision of the college, M-CEA launched a village adoption project aimed at comprehensive progress of the villagers and their environment.

Background

As soul of nation lies in the village, college focused on empowering rural population. The institution utilizes its human resources to execute various strategic projects.

In 2012, college unveiled Rural Empowerment Project (REP) which was drafted and addressed the people of nearby wards in Edayur and Irimbiliyam grama panchayaths.

The REP was preceded by a survey to examine the socio-economic and educational status in the nearby villages. Regular interactions started between college and village people since 2012.

M-CEA is constituted by faculties and students in the college with a coordinator at institutional level and assistant coordinators from all departments. REP is periodically reviewed by M-CEA, college council and governing body.

Rural Empowerment Project (REP)

The whole village is considered as a single integrated social laboratory to test and experience every bit of learning undertaken by a student in the classroom irrespective of programmes.

Programs under REP were implemented with the help of various departments, NSS volunteers, faculty members, PTA and management.

Agri tech initiatives, waste management, Swacchata, health, drinking water quality, energy management, environment and social awareness programmes were some of the key areas where the college initiated with priority.

Agricultural Support

- PG Department Microbiology has developed an **organic bio fertilizer cum pesticide** through culture of microbes (part of student project) named as **Penicifert**.
- The product was distributed to farmers in the area and the result was excellent. The department is on its way to get patent for its Agri-bio-tech product **(Indian Patent Application No. 202241005351)**.
- Mushroom cultivation training for Kudumbasree workers and distribution of its seeds.
- Training in seed germination techniques to farmers using microbes.
- As part of solid waste management, college installed pipe compost and vermicompost for villagers.
- In collaboration with MGNCRE, college organized One District One Product (PMFME), exhibition of value-added products of coconut for helping farmers.
- College NSS unit constructed three roads in the village

Public library

- To promote reading habit among children and youngsters, a public library has been set up in the Anganwady (KG) in the adopted village by donating 500 books.
- The Anganawady was renovated, the building was painted and beautification work was done by student artists for the purpose

Drinking water & Energy Conservation

- College campus itself is a model in rain water harvesting. It has built a large water storage area to augment the ground water storage in nearby village. This endeavour is in line with the **Jal Sakthi Abhiyan for water conservation initiated by GoI** and **National Water Mission Campaign "Catch the rain when it falls and where it falls".**
- PG Departments of Chemistry and Microbiology conducted water quality tests. The institution runs a water quality testing laboratory **to test samples of nearby places**. The **extent of pollution at 5 points in Bharathapuzha was studied** by monitoring the dissolved oxygen present in it.
- College NSS units built check dams and bunds in the nearby river during summer.
- Under REP, 25 poor families were provided water connection at free of cost. The water bills are paid by the college.
- PG department of Physics conducted energy conservation campaign (Oorjja Mithra) and workshop on LED making and supplied 300 LED bulbs free of cost.
- 'Asha Ki Roshni' social entrepreneurship initiative of NSS by LED bulb making training to Palliative patients organized under SESREC, MoE

Swachh Bharat Abhiyan

- College NSS unit cleaned nearby govt hospitals and Anganawady.
- On Gandhi Jayanti day 2021, the NSS volunteers installed plastic waste storage cage at Valanchery.
- Institution received recognition certificate for its Swachhata pledge.

Covid-19 Support

- College hostel was handed over to grama Panchayath for Covid Front Line Treatment Centre during the first wave of pandemic.
- NSS volunteers distributed masks, oxi-meters to the village people and health workers of Edayur and Valanchery PHCs.
- PG Department of Chemistry prepared Sanitizer, fumigants and supplied to villagers.
- Department of Computer Science organized a Covid 19 vaccination registration camp for senior citizens in the adopted village.
- College NSS units organized e-Shram registration camp partnering the efforts of Ministry of Labour and Employment, GoI for creating a National Database of Unorganized Workers (NDUW)
- Department of Multimedia prepared 303 posters containing new Covid-19 protocols, regulations, government orders and circulated among the public.

Abhayam: A home for the Homeless

- Abhayam is a programme for building homes for the homeless. Beneficiary in the village was identified with help of the local body member. Fund raising drives were carried out by NSS units. Volunteers perform skilled and unskilled work for house construction. First house construction (2BHK, Cost Rs. 6.5 lakhs) was in 2016 and the second (2BHK, Cost Rs. 8.5 lakhs) was in 2021.

Success and Recognitions in the Rural Engagements:

- MGNCRE, GoI, has recognized the college as a member of National Rural Entrepreneurship Mission.
- College organized 'One District One Product' (PMFME) exhibition of value-added coconut products of farmers for rural empowerment under MGNCRE.
- MGNCRE has approved the college's SESREC.
- **The College was among 45 higher institutions at national level for presenting business proposal** for rural empowerment.
- Penicifert, bio-fertilizer cum pesticide is in its way to get patent.
- **College is one among four in Kerala selected by MoE, GoI on Beat Covid Campaign** and received a recognition certificate.
- College won gold medal from government of Kerala for planting maximum number of trees (9017) **by Green Kerala Mission 2021**.

Rural Empowerment through village institution interface activities have the highest impact in creating a positive attitude among rural community towards **NEP's goal of 'inclusive growth'.**

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Mahathma Gandhi National Council of Rural Education (MGNCRE), MoE under PMFME scheme selected the college for presentation and workshop on role of One District One Product in making India self reliant for rural entrepreneurship development of HEIs. The institution presented a topic of value added food products made from coconut part of its effort of empowering local coconut farmers.

College Rugby team won the runner up position in the district Olympic association games.

Video conference hall powered by Augmented Reality (AR) and preview theatre are commissioned for Visual Communication and Multimedia students.

Concluding Remarks :

The institution celebrated its silver jubilee in the year 2020, it has crossed various mile stones of access, equity and quality. UG programmes of computer science, since its inception in 1995 has witnessed tremendous changes in the curriculum and technology. Institution has updated its ICT infrastructure all these years.

Programmes offered by Media and Microbiology departments also contributed opportunities to its students. Teaching – Learning Centre (TLC) of the college bridge gap in the Faculty Development Programmes.

Special care has been taken for establishing innovation ecosystem and skill enhancement centres. Research and project work of students were beneficial to rural farmers.

Institution has adequate infrastructure for Teaching Learning as well as co-curricular activities.

Institution has given thrust to develop student personality, soft skills development and welfare of the students.

Institution has a strong e governance system by giving thrust to decentralization and participatory management.

Social outreach programmes of the institution have created great impact on the community.

The institution has taken initiation to embrace NEP 2020 exploring its transformatory role in Indian education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 2232 Answer after DVV Verification: 2131 Remark : DVV has considered one student once for a year.
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has select B. Any 3 of the above as per shared feedback report by HEI.
2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 511 Answer after DVV Verification: 416 Remark : DVV has not considered those teachers who leave the college.
3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years** 3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>16</td><td>13</td><td>8</td><td>10</td><td>7</td></tr></table>

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
06	06	8	08	7

Remark : DVV has considered number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship only from the supporting documents provided by HEI as per SOP.

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification: Answer After DVV Verification :

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	4	11	4	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	4	8	2	6

Remark : DVV has considered only the journals having ISSN numbers and which are listed in UGC-CARE, SCOPUS, SCIENCE DIRECT & WEB OF SCIENCE.

3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.3.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	12	4	2	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	11	2	2	09

Remark : DVV has considered the books and chapters having ISBN/ISSN numbers only.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
36	10	3	1	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
22	5	3	1	3

Remark : DVV has not considered Certificate of Appreciation.

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** 3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
67	34	35	22	27 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
56	28	29	17	19 | Remark : DVV has not considered day's program.
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3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years** 3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years** Answer before DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
2302	2073	2011	1904	1626 | Answer After DVV Verification :
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2020-21	2019-20	2018-19	2017-18	2016-17
1761	1876	1988	1760	1211

Remark : DVV has not considered day's program.

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

   3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
50	18	18	12	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
32	18	11	09	08

   Remark : DVV has considered Collaborative activities for research, Faculty exchange, Student exchange/ internship only from the supporting documents by HEI.

3.5.2	**Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

   3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
53	4	1	6	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
36	2	1	4	2

   Remark : DVV has considered functional MoUs with institutions, other universities, industries, corporate houses etc.

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)*

   4.1.3.1. Number of classrooms and seminar halls with ICT facilities

	Answer before DVV Verification : 68 Answer after DVV Verification: 69 Remark : DVV has given the value as per EP- 4.1
4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** 4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 164 Answer after DVV Verification: 33 Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)
5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years** 5.1.2.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2302	76	69	72	55

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : HEI has not shared relevant supporting document.

5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years** 5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2302	1952	1491	1165	1084

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

00	00	00	00	00

Remark : HEI has not shared relevant supporting document.

5.2.1	**Average percentage of placement of outgoing students during the last five years** 5.2.1.1. **Number of outgoing students placed year - wise during the last five years.** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
67	50	164	73	54

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
45	43	98	56	45

Remark : DVV has considered only relevant offer letter which has signed. Also DVV has not considered training letter.

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
38	55	85	80	64

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
29	34	55	56	49

Remark : DVV has considered events instead of activities. DVV has not considered days program.

6.3.2	**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** 6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

| 80 | 93 | 94 | 51 | 81 |

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
56	63	75	39	56

Remark : DVV has considered one teacher once for a year.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>92</td><td>93</td><td>94</td><td>51</td><td>81</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>56</td><td>45</td><td>50</td><td>36</td><td>45</td></tr></table> Remark : DVV has considered one teacher once for a year. DVV has considered only those teachers who attend program of duration of more than 5 days.
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has select B. 3 of the above as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions

1.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 68 Answer after DVV Verification : 69
1.3	**Number of Computers** Answer before DVV Verification : 259 Answer after DVV Verification : 215