SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

R SANKAR MEMORIAL SNDP YOGAM ARTS AND SCIENCE COLLEGE

R SANKAR MEMORIAL SNDP YOGAM ARTS AND SCIENCE COLLEGE,KOYILANDY 673305

www.rsmsndpcollege.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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Executive Summary

Introduction:

R. Sankar Memorial SNDP Yogam Arts & Science College was established in 1995 at Kunniyormala, Koyilandy, under the auspices of Sree Narayana Dharma Paripalana Yogam- popularly known as SNDP Yogam- a platform established by Sree Narayana Guru for the upliftment of the downtrodden people. The college is named after two visionary harbingers who initiated paradigm shifts in the social, cultural and political milieu within the State of Kerala, namely Sree Narayana Guru and R. Sankar, the former Chief Minister of Kerala, who consistently fought for the rights of the underprivileged. This institution is established to provide quality higher education to the socially underprivileged and to inculcate the vision of Sree Narayana Guru.

At present the College has 6 UG programmes and one PG programme. The UG courses are: BA English Literature, BSc courses in Chemistry, Computer Science, and Physics, B Com and BBA. The only one PG course is in Chemistry. The College has a student strength of 759 and faculty strength of 36 teaching staff and 15 non-teaching staff. Spread over a 10-acre campus, the College has a playground, open- air stage, canteen and five well-equipped laboratories and a substantial library. The institution has a gender ratio dominated by the girl students (70.48%) and most of them are first generation graduate learners. The most distinctive aspect of the college is that 87% of the students receive scholarships and e-grants, out of which 77% belong to socially backward community.

The College has taken successful steps towards the achievement of quality. The College has a good reputation of being the best in the locality in terms of teaching-learning, co-curricular and extra-curricular activities. The extension activities under NSS and NCC and the different programmes organized by the

Departments contribute much to the reputation of the College. The College is a regular centre for the conduct of State PSC and Distance Education Examinations conducted by the University.

Vision:

To educate the student community both in theory and practice to be fit for society and to conquer tomorrow's technology at global level with human values through our dedicated team.

To render life oriented education that upholds human values along with technological advancement to enable the students to be globally competent to uphold the ideals of Sree Narayana Guru and other visionaries in order to empower the students and community at large with liberty from ignorance that bind humanity down.

Mission:

Motivate students through quality education to realize their potential by traversing creative spaces to provide academic liberty so as to involve in critical enquiry for exchange of ideas without any fear, favour or hesitation.

Empower the student community, through quality education, to become responsible humans capable of responding to the concerns of global issues in a pragmatic manner.

Embrace all sections of society, irrespective of caste, creed and gender to impart knowledge so as to inspire them to be instrumental in the eradication of social evils.

SWOC

Institutional Strength :

The serene atmosphere in the campus is most conducive for teaching and learning activities. The qualified, dedicated and committed faculty is an unmatched advantage with more than 40% holding doctoral degree. We

have six faculty members in the Board of Studies of the University of Calicut, in autonomous colleges and one in the Academic Council. The college has an excellent record of academic performance reflected in the results. The college maintains a good student-teacher rapport and an effective mentoring/tutorial system. Number of programmes are designed exclusively for the improvisation of the students like, WWS, SSP, Panache and Ascent. The College has a substantial support and involvement of College PTA. The college has adopted FIVE best practices, Sujeevanam, Suharitham, Supatham, Sudarsanam and Subala that attempts to instill the academic and human values in every student. The College is a ragging-free campus with no complaint registered in all these years. The College maintains a green protocol and is plastic-free and litter-free. Gender equality is a prioritized area and is open to physically and visually challenged. The extension activities of the college are synchronized through NSS and NCC. The college has a substantial presence in the zonal arts and cultural festival of the University. The College has a counselling centre with qualified teachers to take care of students with psychological issues. The admission process as well as the internal evaluation system are transparent.

Institutional Weakness :

Located in a rural area with majority of the students as first-generation graduate learners, the College has to meet certain challenges as the majority of the students come without the prerequisites needed for the course and are largely unaware of the career options and higher studies. The major disadvantage of the College is that it has not been eligible for the funding of the Government, despite having sufficient area and as a result we need to depend entirely on Management for infrastructure development. No funding has been received from UGC for the conduct of seminars/workshops, the faculty is not supported by FRPS or STRIDE for research and funding from RUSA is yet to come.

Institutional Opportunity :

Being the only college in the municipal locality with 6 UG and a PG course, the college has a great potential for growth as research centres and a centre of excellence. The number of coaching/training programmes on soft skills, English language acquisition, computer expertise would put the students in the forefront of competition, both in the case of higher studies and job placement. The College has a very high demand ratio for almost all the programmes and it has been in the ascent in the last five years. The total area of 10 acres is sufficient to

pave way for any further infrastructural development and growth. 41.66% of the faculty holding doctoral degree would make the College an appropriate place for all the futuristic activities.

Institutional Challenge :

The major institutional challenges include the lack of PG courses in 4 of the 5 Departments and it has been the prerequisite outlined by the University for having a research centre in the Department. Being located in a rural place, majority of the students are quite underexposed to communicating in English. This seems to be a major drawback in placements/recruitments when they need to communicate in English fluently. The college is not reckoned with 2(f) recognition of UGC Act and this appears to be a setback for academic/infrastructure upheaval. The college could not undertake any major/minor research projects, individual research or avail funds from RUSA. Together it has created a considerable impasse in the overall academic/infrastructure development of the college.

Criteria wise Summary

Curricular Aspects :

The college has a vision to cater to the academic needs of each and every student along with their soft and professional skills. Though the syllabi and CBCSS pattern for UG and PG programmes are prepared by the University of Calicut, the College makes sure that quality education is delivered to the student that enables him/her to confront the cutting edge of competition. An academic calendar is also prepared for the year, in tune with the University Calendar and Department meetings are conducted at the commencement of each semester by the HoDs to make a framework of the delivery of curriculum. The college adopts the Open Course system that caters to the horizontal mobility of the student, conducts Certificate/Diploma courses, Additional Skill Acquisition Programme, promotes internship, field visit, environmental awareness and project work.

 A very effective Tutorial System functions in the College. Continuous Evaluation System consists of minimum one class test and a model exam in each semester along with the seminar/viva and attendance. The Project work is included in all programmes. The College encourages the use of ICT in class rooms to provide an

improvised learning experience to the undergraduate students with the use of well-furnished smart classrooms in every Department. Every year a significant budgetary allocation is provided for the procurement of new books and journals for the library.

The College follows structured feedback system by collecting feedback about design and review of syllabus semester wise/year wise from its main stake holders. In connection with this separate feedback formats are prepared and distributed to students, teachers, alumni and parents. The findings of the analysis are discussed in the staff council and the major recommendations and suggestions are informed to the concerned authorities like the Board of Studies and Academic Council of the University.

Teaching-learning and Evaluation :

The College envisages a teaching pattern in the beginning of the year and an academic calendar is laid out in order to comply with the effective delivery of the syllabus. Every Department prepares a time-table in the first week after the reopening and it is followed meticulously. The progress of portions taken is analyzed periodically in the Department meetings and special classes are conducted to compensate the lost hours. Separate programmes are designed for the advanced and slow learners. Tutorial system enables all the Departments to identify the academic status of every student and helps them to take up mentoring effectively.

The use of ICT in teaching-learning process makes the process very effective and the entire faculty uses the smart class rooms that are set up in connection with the departments. The College follows the rules and regulations of the University of Calicut in the Continuous Evaluation System and the final examinations are scheduled and conducted by the University at end of each semester. In connection with the Internal Assessment System two tests in a semester, one during the middle and the other as model at the end are conducted in every discipline. Attendance of the students in each class, seminars and assignments are also considered for evaluation. The model examination provides a first-hand experience to the fresh undergraduates about the University examination pattern and evaluation. Mark lists are displayed on the notice board and parents' meetings are held in every semester, class wise, apart from the general PTA held.

Feedbacks are collected from stakeholders, parents and teachers on curriculum every year, evaluated and action is taken on feedback analysis and sent to the concerned authorities like the Governing Body of the College and the University Board of Studies and Academic Councils. The curriculum development, teaching

methodology, reforms in the evaluation process and the feedback system are instrumental in bringing out necessary changes in the practices of the College for further improvement.

Research, Innovations and Extension :

The institution is absolutely aware of the potential of research and extension, reflected in its unflinching commitment to the quality and output. Out of the 24 permanent faculty members, 11 hold PhD degrees and out of the 12 guest faculty 4 hold Ph. D. and some of the rest are pursuing the course. The number of guideships is four and the institution is yet to have a Research Centre. The well-equipped library with internet facility and an access to international publications with INFLIBNET caters to the need of the young enthusiastic scholars who are en-route to their PG and research programmes. The department of Chemistry has established a Research Lab in 2017. The College promotes academic culture and research awareness in the form of seminars, workshops and symposium conducted on a regular basis every year. The institution has signed EIGHT Memorandum of Understanding (MoU) with other institutions for the academic/research development. The institution has provided a link in the college website for students to check plagiarism.

The Research Committee, functioning in the College is committed to promote the culture of insight by encouraging the teachers to undertake research projects and the ultimate aim of the institution is to make 100% faculty register for PhD. Association with industries, institutions, research centres / social service organizations are formed for framing curriculum, enhancing research, providing hands-on experience / on-job training for student projects and carrying out social welfare programmes to the community.

The College conducts extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic developments through NSS, NCC, Bhumitra Club, Entrepreneurial Development Club, Samskara and PEARL. The programmes conducted include socio-economic survey, environmental conservation activities, health awareness programme, campus greening and cleaning programme, help to the poor and needy, plantation of trees on highway side, construction of roads, AIDS awareness programme, campaign against drug and alcohol, campaign against plastic, cleaning work at flood affected area, Swachh Bharath and Snehaveedu. Apart from this, all the Departments are actively involved in the extention activities, both academic and social.

Infrastructure and Learning Resources :

The institution has a built-up area of 5504 square metres with 24 classrooms and an automated library. All classrooms are sufficiently equipped with facilities for interaction and are properly ventilated. Every department has two ICT enabled classrooms with LCD projector and additional apparatus in order to engage technology enabled classes, like MOODLE. Many of the former students of the institution, who are pursuing higher studies in other institutions, visit the college library for reference.

The college has an Inflibnet area with a wi-fi facility with 100 mbps speed and twenty computers exclusively for the learning assistance of the students. Many of the students prepare their projects and make power point presentations for the seminar using this facility. Every department is equipped with a computer and internet facility. The institution has a well-furnished research lab in Chemistry to meet the needs of the UG and PG students and structured labs for Physics and Computer Science. The college has a recreation room for teaching staff, Girls' room, common space for boys and girls, canteen, seminar hall, open air stage, gymnasium, table-tennis courts and a yoga centre.

The institution has provided safe drinking water to the students by providing two water coolers, installed incinerator and a waste management system to dispose solid, liquid and e-waste.The College uses solar energy to run the office and the activities of the NAAC. Science departments use generators to provide uninterrupted power supply for conducting practicals. A playground, a volleyball court, a shuttle court, and canteen facilities are provided by the management. The open-air stage and a gymnasium form part of the campus. Rain water harvesting system implemented in the college is used during the water scarce time of summer. The college is friendly to differently enabled students and has taken special care for the safety and security of the students.

Student Support and Progression :

The support meted out to the student community by this institution has been commendable with our system of tutorial/mentoring, that takes care of entire student community. The various programmes outlined in detail in the college calendar have been carried out with meticulous precision. The institution extends all the support to the SC/ST/OBC students in accordance with the government schemes and as many as 87% of our students belong to financially backward families. Having realized this, the teachers have come up with a unique

programme called Teachers Aid to Poor Students (TAPS) that takes care of as many as 30 students in every academic year. This programme has distributed 6.18 lakhs over a period of 7 years.

The co-curricular and extra-curricular activities in the college initiated both by the institution and by the college union, intend to bring out the latent talents in the students and enable in the holistic development. The soft, communication and organizational skills offered by the Placement and Career Guidance Cell prepare students for employment and provide them with job opportunities through campus drives. Considerable contribution is made by the alumni of the college for curriculum and skill development for higher studies and placement. The dissatisfaction, grievances and pleas of the stakeholders are addressed by the Grievance Redressal Cell. The Anti-Ragging Cell publicizes its stand against ragging in the campus to curb it.

The dropout rate owing to different reasons is at a considerably low rate in the college. Encouragement for student participation in games, academic, cultural, co-curricular, extra-curricular, sports activities and competitions in and out of the college, has brought laurels to the institution. The college conducts special residential training programme for girl students and Certificate/ Diploma courses are also conducted. Feedback from students is validated by revising the syllabi and teaching techniques and planning for skill enhancement programmes. Students are motivated to present and publish their articles in magazine and research papers in reputed journals and proceedings of conferences / seminars.

Governance, Leadership and Management :

The institution has been managed by the corporate management of SNDP Yogam colleges with its headquarters at Kollam. The Manager is the prime authority and decision maker who takes meticulous care in the overall development of the institution. Infrastructural initiatives are taken by the management based on the proposals submitted by the college. The budget is prepared in advance and allotments are executed along with the budgetary provisions. The college council is the highest body in the institution to take and implement any decision. Management Committee along with the Finance Committee and College Development Committee take decisions on the developmental activities of the college collectively.

The College has clearly defined vision, mission, goals and objectives in keeping with the objectives of Higher Education and reflecting the quality parameters: inculcation of values and use of technology to promote

competencies and match national and global requirements through all the activities aiming at excellence for local and national development. The college has implementd a governance hierarchy and leaders at various levels from the Principal, staff and the student union are well trained to participate in planning, decision making, executing, monitoring and evaluating the practices/ functions for organizational development and effective management. There has been sufficient student representation in the governance that makes their voice heard in all decision making bodies. The major decisions are taken after consultation with all the stakeholders in a democratic manner and with an inverted pyramid structure.

The College has a well-established IQAC which is instrumental as a part of all developmental decisions of the college including infrastructural and academic development. The IQAC frames a schedule of meetings at the beginning of the session with different departments to assess their progress on monthly basis. In the scheduled meetings the departments are assessed for their academic progress, attendance records, quantum of syllabi completed, tutorials, assignments and students' presentation. The Departments are also evaluated for their infrastructural needs and funds are allocated accordingly.

Institutional Values and Best Practices :
Institutional values and Best Practices

Sujeevanam - Fostering a way of life without alcohol and drugs in campus. This programme intends to provide a novel way of life for the students of this institution by saying NO to alcohol and drugs. Various awareness programmes under Anti-Narcotic Club, NSS, NCC and Departments are conducted to make the students committed to their NO to alcohol and drugs. The college has been maintained as an alcohol and drug free campus.

Suharitham – Keeping the Campus Green and Clean. Located against a panoramic landscape, the college has been maintaining the cleanliness and greenness that we think are integral to the shaping of the attitude and behavioral pattern of the campus. It is quite refreshing and invigorating to be in the lap of nature. The students and staff have put in lot of efforts over the years to convert a barren land to such an exotic locale with more than 2000 trees and saplings.

Supatham – Paving a new way of life through Mentoring. One of the highlights of the campus is its commitment to the students through paving a new way of life for them by a one to one interaction called

mentoring. It not only takes care of their studies, but behavioural pattern, attitude, setting new goals, shaping a vision along with course/career options. Every Department undertakes various projects with a focus on Supatham and every tutor is made aware of this responsibility that they need to undertake to achieve this objective.

Sudarsanam - Inculcating a vision rooted in human values and knowledge. The college takes great effort to instill in every student a way of life by using infographics, pictures, quotes and images from the eminent personalities of the past and the present, along with the Morning Prayer. The college envisages multiple programmes to materialize this intention.

Subala - Empowering Girl Students. the college is committed to the empowerment of girl students that would make them stand tall in the community with greater self-respect and independence. Number of programmes are designed to meet this goal.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	R SANKAR MEMORIAL SNDP YOGAM ARTS AND SCIENCE COLLEGE
Address	R SANKAR MEMORIAL SNDP YOGAM ARTS AND SCIENCE COLLEGE,KOYILANDY
City	KOYILANDY

State	Kerala
Pin	673305
Website	www.rsmsndpcollege.org.in

Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	V Anil	0496-2210354	9349659000	0496-2210444	rsmsndpyogamcollege@yahoo.com
IQAC / CIQA coordinator	Merlin Abraham	0495-2356222	9495939680	0496-2652127	drmerlinabraham615@gmail.com

Status of the Institution

Institution Status	Grant-in-aid

Type of Institution

By Gender	Co-education
By Shift	Regular

Recognized Minority institution

If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	24-07-1995

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		
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	R SANKAR MEMORIAL SNDP YOGAM ARTS AND SCIENCE COLLEGE,KOYILANDY	Rural	10	5504

ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)

Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Twelfth	English	132	126
UG	BBA,Commerce And Business Administration	36	Tweflth	English	162	153
UG	BCom,Commerce And Business Administration	36	Twelfth	English	195	184
UG	BSc,Chemistry	36	Twelfth	English	99	93
UG	BSc,Computer Science	36	Twelfth	English	92	91
UG	BSc,Physics	36	Twelfth	English	99	97
PG	MSc,Chemistry	24	Degree	English	36	32

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
Sanctioned by the UGC /University State Government				0				13			
Recruited	0	0	0	0	9	4	0	13	3	7	0

Yet to Recruit				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0			

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	13	2	0	15
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	0	0	0	0

Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	7	2	0	0	2	0	11
M.Phil.	0	0	0	5	2	0	0	0	0	7
PG	0	0	0	9	4	0	3	7	0	23

Temporary Teachers

Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	3	0	5

	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	9	0	12

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	1	0	1

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

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

Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	222	0	0	0	222
	Female	516	0	0	0	516

	Others	0	0	0	0	0
	Male	2	0	0	0	2
PG	Female	19	0	0	0	19
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	43	51	48	43
	Female	74	61	60	80
	Others	0	0	0	0
ST	Male	0	0	1	0
	Female	0	2	2	2
	Others	0	0	0	0
OBC	Male	117	124	140	136
	Female	334	364	372	380
	Others	0	0	0	0
General	Male	24	34	42	45
	Female	50	60	64	73
	Others	0	0	0	0
Others	Male	0	0	0	0

	Female	0	0	0	0
	Others	0	0	0	0
Total		642	696	729	759

Provide the Following Details

Number of Programs	Self-financed Programs offered	New Programs introduced during the last five years
	0	1

Provide the Following Details

Unit Cost of Education	Including Salary Component	Excluding Salary Component
1408.69	45114.3	1408.69

QIF

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

Answer:

R Sankar Memorial SNDP Yogam Arts and Science College which is affiliated to the University of Calicut follows the syllabi that are prescribed by the University. For the effective implementation of the curriculum the staff council prepares an **academic calendar** based on the University syllabi. The institution adopts a well-designed action plan for the successful delivery of the curriculum.

An **Academic Committee** consisting of all heads of the departments with a teacher as Convener, and the Principal as Chairman, is constituted for curriculum implementation and monitoring. The academic committee with the support of **IQAC** monitors and ensures quality in all the activities of the College. An **Orientation Programme** is conducted every year for the newly admitted students to give them awareness about the academic system of the College.

Regular **Department meetings** are convened by the HODs to discuss the topics to be imparted by the faculty within the stipulated time and also to monitor the teaching learning activity. Various Programmes like the **Bridge Course, Remedial Coaching, Walk With Scholar Programme (for advanced learners), Scholar Support Programme (for slow learners**) etc. are conducted by each Department.**Special Classes** are also arranged to compensate for the lost working hours, if any.

A very effective **Mentoring System** functions in our College. As a part of the programme every student in a class is under a tutor, who acts as a mentor. A tutorial class consists of 32 students and the tutors convene the meeting of their wards in the beginning of each semester to give proper instruction and guidance to the students in their academic and non-academic matters.**Handbooks** are issued to the teachers to

record attendance and progress of their wards and to keep a note of the portions covered.

Continuous Evaluation System plays a vital role in the proper monitoring of the students. **Two class tests and a model** examination are conducted in each semester to study the progress of the students. Internal marks are awarded to the students based on their performance in the examinations, attendance, **submission of assignments** and **presentation of seminar papers. Attendance and Progress** are monitored and the parents are informed of their ward's performance and attendance regularly by phone or by post. **PTA** plays a vital role in assisting the teaching faculty in the teaching learning process through the conduct of regular PTA meetings. The Institution also implements a **feedback system** for the staff and students for mutual improvement and rectification.

ICT enabled Teaching is implemented to make the delivery of curriculum more interesting and effective for students. **'Moodle'** is introduced as a free and open source of online educational platform to enhance learning. The College has a good **library** with internet facility for the benefit of the staff and students**. MoU** with certain colleges are sanctioned to exchange faculty between colleges to ensure innovative and creative curriculum delivery. Apart from these, teachers are also given sufficient **freedom to supplement university syllabus.**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Answer: 13

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	4	1	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Answer: 42.37

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	4	2	4

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Answer: 21.28

1.2.1.1 How many new courses are introduced within the last five years

Answer: 70

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Answer: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Answer: 7

File Description	Document
Name of the programs in which CBCS is implemented	View Document

Minutes of relevant Academic Council/BOS meetings.	View Document

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

Answer: 18.11

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
194	184	123	44	93

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

1.3 Curriculum Enrichment

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

Answer:

Our college being an affiliated institution to the University of Calicut follows the curriculum stipulated by the university. This curriculum is a unique mix of diverse programmes that cater to the needs and demands of the students and society. In the syllabi that are being followed, college offers 45 courses which are exclusively associated with gender equity, environment and sustainability, human values and professional ethics.

Out of the 45 courses, 7 courses in the syllabi adhere to the issues and aspects related to environment and sustainability.

19 courses deal with the concept of gender, human values, environment and sustainability.

3 courses exclusively discuss professional ethics.

4 courses focus on human values.

2 courses deal with professional ethics and human values.

4 courses are based on human values, environment and sustainability.

2 courses discuss human values, professional ethics, environment and sustainability.

2 courses address gender sensitivity, human values, professional ethics, environment and sustainability.

2 courses focus on aspects related to gender sensitivity, human values and professional ethics.

Apart from these regular courses, college conducts distinctive programmes to integrate cross-cutting issues relevant to **gender,** sustainable development, human values and professional ethics in the curriculum. The premier ones amongst them include the **Three Day Residential Camp for Girls, Panache,** which focuses on women, gender and sexuality; invited discussions and interactions on **cyber cell, academic integrity, anti- narcotic drive, rain water harvesting ,** waste management, **plastic free campus initiative, green auditing and green protocol**. The various clubs and organizations like **Bhoomitra Sena Club, Birds Club, Nature Club and Samskara**(the voluntary organization of students) conduct programmes related to human values, national integrity, gender equity, environment and sustainability. **NSS and NCC** also organize various activities that relate to these fundamental aspects at the college and in the neighbouring communities. These include the making of a **Mango Park** in the college, conducting a socio- economic survey in the adopted village, promoting **organic farming**, conducting **mazhayulsavam** (rain festival), installation of **solar panel** in the institution, **waste management**, **cleanliness drive** in the college and in the surrounding locality, **flash mob against drug abuse** and celebration of national festivals to commemorate national leaders and inculcate national integrity.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Answer: 7

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Answer: 7

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Answer: 2.37

1.3.3.1 Number of students undertaking field projects or internships

Answer: 18

File Description	Document

List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Answer: A.Any 4 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:

Answer: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

2.Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Answer: 0.06

2.1.1.1 Number of students from other states and countries year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage

(Average of last five years)

Answer: 100.09

2.1.2.1 Number of students admitted year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
258	254	265	234	218

2.1.2.2 Number of sanctioned seats year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
261	256	261	230	220

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Answer: 95.59

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
145	146	155	137	128

File Description	Document
Institutional data in prescribed format	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, after admission and organises special programs for advanced learners and slow learners

Answer:

The college has a well-designed methodology to assess the learning levels of students in order to cater to the distinctive needs of advanced and slow learners. At the outset, soon after admission an **Induction Programme**, '**Our Students, Our Pride'**, is organized for the students of all departments in order to initiate them into the teaching learning atmosphere of the college. Its focus is on the course, examination pattern, career prerequisites, responsible learning and attitude. A **socio-economic survey** is conducted among the students to understand their financial status, attitudes, aspirations, dreams, hobbies, books of interest, and life style. Deciding factors taken into consideration to identify the academic level of the students include marks/grades secured in the Higher Secondary Education and their performance in the class room. Once the students are categorized into **advanced and slow learners** various programmes are conducted to bring out the best in them. At the forefront, the **mentors** interact with the slow learners to understand their level of learning and the difficulties they encountered in academic participation. To equip the students with the new avenues of learning, a **bridge course** is designed to make them familiar with the prerequisites for undertaking the course. A **remedial course** is organized for the slow learners to identify their level of understanding and the disparity between the input and outcome. **Scholar**

Support Programme is conducted to create a genuine interest in studies. Apart from these, students are also encouraged to engage in **Peer Group Learning** and to participate in workshops/ lab assignments to ensure repeated learning to improve the output.

Advanced learners are identified to enhance their academic performance to the highest level**. WWS (Walk with a Scholar)** scheme has been designed to arrange specialized mentoring programmes for students to develop them as scholars. Proper **career guidance/ counselling** is given to orient them to be competent to qualify for higher studies in the premier institutions across the country. Departments offer various **certificate courses** and **enrichment programmes** such as **Flair, Ascent, DCA, Web Art** etc.to cater to the need of the students.Along with this **Peer Group Learning, Interaction with Alumni, Group discussion, Quiz Competition, Visits to institutions and interaction with eminent personalities** are organized for advanced and slow learners.**Mentoring and counselling sessions** are given to the students who are in need of it. These sessions provide practical solutions to the issues faced by the students and it further enables the teachers to build a good rapport and thereby influence their character and studies. Academic performance is regularly monitored and evaluated on the basis of the students' performance in examinations, attendance, assignments and seminar presented**. TAPS (Teachers' Aid to Poor Students)** is an initiative in which all the teachers willingly contribute an amount monthly to help the financially poor students to promote learning. **Scholarships and endowments** are also given to students to encourage learning and to develop healthy competitive spirit. **Regular PTA** meetings are also conducted to interact with the parents and to update the students' performance.

File Description	Document

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Answer: 23

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Answer: 1.19

2.2.3.1 Number of differently abled students on rolls

Answer: 9

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this 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

Answer:

Our institution is committed to implement student centric methods which are intended to address the distinct learning needs of the students. Various methods are resorted to by the mentors to promote independent learning in students.

ICT- aided presentation

To take the boredom off chalk and talk method, the departments resort to ICT aided presentation. ICT enabled classes are found to be more interesting, absorbing and feasible in establishing better communication with the students.

Field Projects

The best way to master a subject is by doing projects. Through a project, the students not only get a deeper understanding of the subject, but also gain hands-on practical experience.

Ascent

Ascent is a programme for developing English communication skills: It is a unique programme which gives hands-on training in speaking and writing.

Skill Enrichment Methods

IT-exhibitions, poster-making, digital magazines and technical fest are arranged to bring out the creative skills of the students. Computer Science department encourages

enrolment of students in MOOCS and submission of assignments through MOODLE.

Summer Internship

The Department of Commerce, in association with the ASAP offers internship programme to the students.

Industry Visits

Industry visits give exposure to the practical working environment of companies which increase functional awareness of the various industrial sectors.

Field Trip

Field trips provide the students an opportunity to take a break from their normal routine and experience hands-on learning.

Peer Learning

Peer learning provides opportunity to students for mutual interaction that helps academically weak students to attain educational goals.

The Entrepreneurial Development Club

The Entrepreneurial Development Club of the college organizes workshops to inculcate entrepreneurial skills and talent among the students.

Maintenance and Service of Equipments in Lab

The Physics department had a programme of repairing and servicing damaged apparatus with the help of **experts** from a manufacturing and service company. Students can use this experience to repair small electric and electronic devices in their domestic environment.

Walk with Scholar Programme

Through this programme, outstanding students of each class are provided with extra exposure sessions largely related to higher education options and are given training in

some soft skills.

Scientific Temper

In order to inculcate the spirit of scientific temper and scientific enquiry in the students, a **forum** named after the famous scientist, late **Dr. Meghnath Saha** is functioning in the college.

Interaction with Former Students

Interaction with **successful former students** helps a lot to inspire and motivate the students to target greater goals.

Student Exchange Programme

Student exchange programmes increase the participants' understanding and tolerance of other cultures as well as improving their language skills and broadening their social horizons.

Role Play

Role play allows children to act out and make sense of real- life situations. It allows children to develop communication and language skills. Apart from these, the departments encourage and resort to the following student centric methods:

Collaborative learning

Seminars & Workshops

Awareness Quiz Programmes in Science

Preparation of Question Bank

Classroom Discussions and Debates

Interaction with Seniors

Periodic Assignments

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Answer: 100

> 2.3.2.1 Number of teachers using ICT
>
> Answer: 23

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Answer: 33

> 2.3.3.1 Number of mentors
>
> Answer: 23

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Answer:

Innovation and Creativity in Teaching and Learning

Innovation and creativity are the essence of teaching and learning which are incorporated into the texture of teaching by the departments in a novel way. It includes the following:

Collaborative Learning:

It is a contemporary practice of learning together with each one making smaller contributions to make it a big deal. The entire syllabus of a paper is divided among the students who are asked to prepare notes and frame questions from the area. Once it is given, it is **compiled and shared** among the students. **Peer learning** provides opportunity to students to interact with other students to attain educational goals.

Skill Enrichment Methods

IT-exhibitions, poster- making, digital magazines and technical fest are regularly conducted to bring out the creative skills of the students. Computer Science department encourages enrolment of students in **MOOCS** and submission of assignments through **MOODLE**.

Classroom Discussions and Debates

Classroom Discussions and debates develop students' **capabilities or skills** and expand their understanding of specific concepts.

Role Play

Role play allows children to act out and make sense of real- life situations. It allows children to develop **communication** and **language skills.**

Interaction with former students

Interaction with successful former students helps a lot to **inspire and motivate** the students to target greater goals.

Science Exhibitions

Science exhibitions are conducted in order to impart awareness about scientific innovations in students along with poster presentation and quiz competitions. The faculty members of the Dept. of Chemistry play an active role in co-ordinating these activities and ensuring **participation of students.**

Learning with Nature

Departments have an innovative programme of thinking it out of the box which includes taking the students to the **serene backdrop** of the campus and imparting knowledge. It is found to be quite interesting and communicative.

Question-Answer Sessions

Teachers often resort to question-answer sessions to **actively engage** the students in the learning process, which cultivates an interactive atmosphere in the class. Question-

answer sessions let the teachers know where the students are in terms of understanding the lesson concepts.

Displaying Videos and Movies

Showing videos and movies play their part in engaging students. The English department resorts to this method when it is necessary to give more clarity and objectivity to abstract concepts.

Field Projects

The departments resort to field projects as a method to give the students a **deeper understanding of the subject** and help them gain hands-on practical experience.

Question Bank

Students of every semester are encouraged to prepare a question bank based on earlier university question papers, that provides them an exposure to the examination pattern

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Answer: 90.06

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Answer: 38.39

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
15	9	7	7	7

File Description	Document

| List of number of full time teachers with PhD and number of full time teachers for 5 years | View Document |
| Any additional information | View Document |

2.4.3 Teaching experience per full time teacher in number of years

Answer: 12.24

2.4.3.1 Total experience of full-time teachers

Answer: 404

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Answer: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Answer: 45.1

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
15	12	12	10	10

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Answer:

The University of Calicut introduced the Choice Based Credit Semester System for UG curriculum in affiliated colleges as per order No. GA I/J2/3601/08 Vol.II dated 19-06-2009 in the academic year 2009-10. The system consists of the following:

Academic Calendar: The College adheres to the examination calendar published by the University and two internal examinations per semester are conducted. The academic committee regularly monitors the academic activities in the College level.

Internal Evaluation: In the CUCBSS pattern, the internal assessment for theory paper is fixed for 20 marks in a 100-mark course. The College has a well-structured mechanism for the conduct of internal examinations, held twice every semester. A detailed outline is given at the time of the Induction Programme for the newly enrolled students on the continuous evaluation process. The internal marks are published at the end of the semester and displayed in the notice board.

Internal Exam Co-ordination: The responsibility of holding the internal examination is vested with a teacher co-ordinator. Question papers are set in advance and model examinations are conducted in accordance with the University examination.

Supplementary Exam: If a student fails to take a scheduled exam due to a genuine cause and intimates the same, a retest is conducted by the Department so that she/he does not lose the internal marks.

Attendance: Attendance is automated and published in the notice board on 5th of every month and those who secure less than 75% are met personally and given counselling, at times involving the parent as well.

Seminar/Viva-voce: As part of the internal assessment, seminar/Viva is conducted towards the end of each semester.

Tutorial: The College conducts tutorial hours to provide support to the students. A book is designed for the purpose of knowing every ward and it contains all the details including academic performance. This is kept with the tutor until the student finishes the course. Slow learners and advanced learners are given special attention.

Parents' Meeting: It is convened once in every semester to assess the performance of the students.Slow learners are identified and remedies are suggested with the parental support. They are provided with the tutorial book for assessment and signature.

Uploading Internal Marks to University Portal: The internal marks are uploaded to the university portal when the dates are announced by the university. The tutors are vested with the responsibility.

IQAC Audit: The IQAC conducts an academic audit at the end of each semester on curriculum and feed backs are collected from the students to ensure that the Departments are following the academic plan.

The College has attempted to implement reforms in continuous evaluation by adopting the following mechanism: Attract the maximum number of students to the class by making it ICT enabled and student-centered; Hold number of class room exams to take away the fear factor and cater the academic interest of the students;

Encourage students to choose seminar topics outside the syllabus in order to broaden their academic horizon.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Answer:

The College has a transparent system to carry out the internal assessment with utmost rigour in the most impartial manner. An outline of the internal mark distribution is provided to the students in the beginning of the semester.

Attendance: The first criterion of the internal is the attendance which is automated in the institution. Attendance is taken every hour and the students need to attend classes in both sessions without missing a single hour to gain the full attendance.

Internal Exams: Dates of the two terminal exams are announced in advance and the marks are collected by the Internal exam co-ordinator and displayed on the notice board of the departments concerned.

Redressal Committee: If any discrepancy is found, the student is free to approach the redressal committee functioning in the College. Once it is made sure that no error exists,

it is uploaded to the university website.

Conduct of Examination: Exams are conducted centrally on two occasions, one within two months from the beginning of the classes and the other as model at the end of the semester.

Additional Exam: If a student fails to take a scheduled exam due to a genuine cause and intimated to the college authority in writing, a retest is conducted by the Department so that she/he does not lose the internal marks.

Transparency: The College has implemented a transparent system for the continuous evaluation that involves the faculty, students and parents. Attendance is displayed on the notice board every month, unit tests are done twice in the semester, assignment submission is done during the semester, seminar/viva is conducted at the end of the semester and internal marks are published before the examination. PTA meetings are held once at least in a semester to discuss the academic progress.

Internal Evaluation:

Components	Weightage
Attendance	25%
Test Paper	50%
Assignment/seminar	25%

The Internal Assessment evaluates not only the academic performance of the students, but also gives due credit to behavioral aspects and soft skills. Assignments based on topics outside the syllabus are given with the specific objective of enabling the students to learn and think independently. These are designed to improve their soft skills, communication skills, interpersonal skills and social commitment. The internal

examinations have been found to improve the confidence levels of the students, and to lead to their development as individuals.

Recognition: Students are suitably recognized and rewarded for their all-round performance and involvement in the College programmes, with prizes instituted by the College, the various departments, the PTA and other well-wishers. Every academic year the toppers in University examinations in all departments are felicitated in a public function, specially arranged for them with cash award and trophies apart from different endowments. These measures have proved effective in building up the social commitment and overall personality of the students and enabled them to play catalytic roles in the world outside. The fact that there is no single complaint from the students related with the internal evaluation system till date proves it to be absolutely transparent.

File Description	Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Answer:

The College prepares the examination calendar well in advance with the commencement of the odd semesters in June every academic year and it is informed to the students through the College Calendar. The internal and external exams are conducted in a

similar pattern with proper seating arrangements and the invigilation duties are assigned to the teachers.

Transparency: The College has a long-standing tradition of curbing malpractices and not many cases of such are reported. The transparency of the examination system adopted in the College enables the students to seek redressal for any grievance related to evaluation.

Mimesis: The College conducts the examination in the same pattern as the university, even in the setting of printed question papers and the answer sheets with main and additional sheets. The rooms are set accordingly with two students in a row arranged with roll numbers in the similar fashion of the university.

Redressal Mechanism: The mechanism for the redressal of grievances in the College is built around two platforms: The Grievance Redressal Forum at the Department level and Grievance Redressal Cell at College level. Grievance Redressal Forums are constituted in each department comprising two teachers, one a senior teacher with the Head of the Department as the Chairman. This committee addresses all grievances related to the internal assessment grades given to the students in three days' time.A Grievance Redressal Cell is constituted at College level comprising of student advisor, two senior teachers and two staff council members (one shall be elected member) as members and Principal as Chairman. It takes only a week to settle the complaint, if any are filed.

Student Advisor: The Student Advisor helps the students in matters related to complaints in evaluation process. He functions as a link between the students and the University.

Efficiency: The College strictly follows the University rules and regulations in the valuation of answer scripts. If there is any complaint in evaluation and the marks attained the students can apply for revaluation by remitting the fees prescribed by the University in the prescribed format in a time frame provided by the university. The system adopted by the University is transparent and robust since the entire procedure of examination right from application to the publication of results is online.
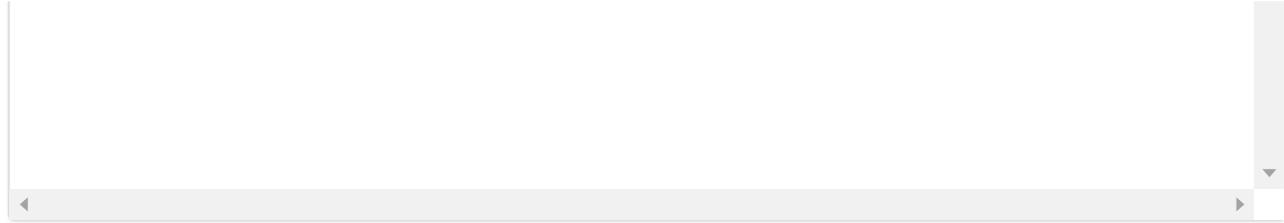
File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Answer:

The College is affiliated to the University of Calicut and hence the pattern prescribed by the University is strictly followed. Our institution has its own academic calendar. The academic calendar is planned and scheduled by the staff council in consultation with IQAC. Individual departments prepare an action plan for the academic year based on the calendar.

Internal Evaluation System.

At the beginning of the academic year, students are instructed about the academic calendar with details of the internal examinations conducted in the College. The College has instituted a special centralized mechanism for conducting internal examination. The seating arrangements are made in a symmetric matrix pattern to make examination malpractice-free. First semester begins with the Induction programme and the faculties of different subjects also give personal guidance to each student. Assessment method is used to monitor and measure learning and teaching. Assessment of students' learning is done using assignments, projects, unit tests etc. The performance of the students is evaluated through such internal examinations. After the assessment, the valued

answer scripts are returned to the students. They are directed properly as per the performance by the subject teachers. The attendance and punctuality in the class are also considered in the evaluation process. The attendance of students is calculated every month and term and displayed on the notice board of the college.

Publication of Internal Marks.

After each internal examination the answer scripts are evaluated and the marks are published in the notice board within a stipulated time. Consolidated internal marks are prepared by the tutor concerned and displayed on the notice board.

IQAC Academic Audit: An academic administrative audit is conducted in every department. All the activities are evaluated by an external audit team and an audit report is prepared by the IQAC.

Clubs/ Cells

The clubs/cells ensure that the various co-curricular and extra – curricular activities are carried out in an effective manner.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 *Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students*

Answer:

The Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) are the basic assumptions on which the entire curriculum of a particular programme is built. Usually it is designed by the Board of Studies (BoS) constituted by the University. It is initially prepared by the BoS and ratified by the Academic Council and the Faculty of the University in its separate meetings. Finally, it is approved by the Syndicate and gets published in the form of a University Order. The paradigm shift with respect to the change of curriculum started with the adoption of Semester system in place of the annual system that was introduced in the year 2009. At present, the University adopts the Choice Based Credit Semester System (CBCSS) with indirect grading. The PO stands as a prologue to the syllabus with a focus on what a student needs to assimilate and internalize in order to qualify him/herself to meet with the academic standards set by the University. The PSO indicates the specific integration of certain skills before he/she graduates and the CO indicates the specific inputs he/she needs to possess while doing a particular course. The College takes special initiative to communicate the PO, PSO and CO to the students in the beginning of the academic year itself. Special induction/orientation programmes are conducted for the freshers. Copy of the syllabus with the stated PO, PSO and CO are made available to the students through the college website. Department meetings are held to evaluate how far the Departments are successful in transacting POs, PSOs and COs to the student community.

University Website: Calicut University, to which this college is affiliated, has a well-designed website that has all the details of PO, PSO and CO of all degree and PG programmes conducted by the University.

College Website: The College website contains all the details regarding every course offered by the college with PO, PSO and CO, which is accessible to the students,

parents and the public.

Orientation Programme: A special Orientation Programme for the newly admitted students is held in the month of July/August every year to make them familiar with the system of education at the undergraduate level, with the focus on building a better curriculum. The programme addresses the PO, PSO and CO of every course in detail.

Department Meetings: Special Department meetings are held in the beginning of the year to discuss the PO, PSO and CO of every course/programme offered by the Department.

College Calendar: College brings out a calendar with all the information a student needs to with respect to the course, College, university and curriculum. It is given to each and every student in the beginning of the academic year.

Tutorial: The efficient tutorial system in the College takes care of the entire academic activities of each and every student and checks if he/she has successfully produced outcomes as designed in the syllabus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Answer:

The College has a mechanism to check if the POs, PSOs and COs are delivered to the stakeholders. Different departments have different strategies to attain the outcomes. It is done through a series of activities as outlined below. Initially it is assessed through two test papers, seminars and assignments. The unique method of this College allows to keep a track record of each and every student's performance in a single document designed to carry all the academic and extra-curricular activities. It provides the tutor an opportunity to know and mentor each student. The performance of the students in the university examination is also an ample evidence to check the validity of any such delivery.

The assessment tools are:

Model Examination:

The College conducts two centralized examinations in the beginning and end of the semester in order to make the students familiar with the examination pattern and for the assessment of performance. Further it is used for the internal assessment, copy of which is displayed on the notice board.

Class Tests:

Apart from the centralized exams, teachers hold class tests to check if the proper delivery of the syllabus is done and also to check the classroom performance of the students. Further it evaluates the efficient delivery of the PO, PSO and CO.

Assignments:

Assignments serve as a touchstone to check the proper delivery of the CO as it is done on a single course in a semester. Every student needs to submit one assignment per course in every semester. Further it is one of the criteria for internal assessment.

Seminar:

After submitting the assignment, students are asked to present assignments on any other relevant topic in the seminar held in the classes. It assesses his/her communication

skills, critical acumen, level of comprehension and talent.

Project:

Projects are scheduled for the end semester which is an amalgamation of assignment and seminar. Topics are fixed in the previous semester and students are asked to complete the writing towards the middle of the last semester. Viva-voce is conducted by the university, usually after the final exams.

University Examination:

University holds exams at the end of the semester in all the six semesters and organizes Centralized Valuations Camps to evaluate the answer scripts. Results are published subsequently.

Viva-voce:

Viva-voce is conducted by the university after the terminal examination. However, the Departments arrange mock-viva to make the students familiar with the system and to provide confidence.

Result Evaluation:

Every year, the Departments and the College analyse the previous results when they are published. The strategies of the teaching for the current year is usually planned after taking it into account. Further it checks if the objectives are met with.

Feedback:

The most important check of the PO, PSO and CO is done through the student feedback. Separate feedbacks on curriculum, teaching-learning and outcome are taken, evaluated and consolidated. It is found to be a perfect indicator of the objectives.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Answer: 79.84

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Answer: 202

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Answer: 253

File Description	Document
Institutional data in prescribed format	View Document

| Any additional information | View Document |

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.64

3.Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Answer: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Answer: 17.39

3.1.2.1 Number of teachers recognised as research guides

Answer: 4

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Answer: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Answer: 0

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Answer: 33

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Answer:

The College has a system for innovation through a variety of initiatives for the creation and transfer of knowledge so as to equip the students to cope up with the environmental changes. It covers departmental and other variant initiatives as follows:

The Entrepreneurship Development Club has a regular practice of conducting a multiplicity of programmes covering workshops, seminars, awareness programmes, food fest, pen making, interaction with successful entrepreneurs, of which some are funded by the Department of Industries of the State of Kerala. It also conducts industrial visits to impart entrepreneurial skills and talent among students so as to encourage them to launch innovative endeavours.

All the departments of the College have been conducting diverse innovative programmes for the creation and transformation of knowledge, comprising seminars, talks, training and workshops on imperative areas of interest.

The Department of Computer Science offered a Computer Literacy Programme of one month duration to the Kudumbasree unit of Kunniyoramala of Koyilandy municipality covering basic information and skills related to MS-Office, internet and web technologies. It has also given courses like 'Android Programming' through MOODLE to the students using different user id and pass word.

The Department of Chemistry conducted a training programme for the students of all disciplines on glass blowing and as an output the trainees made different ranges of glass wares. It also conducted a training programme for Kudumbasree (Self-help groups) units of Koyilandy municipality. It covered theoretical and practical sessions on making of soaps and its marketing. As a result many families in the neighbourhood of the College are making and marketing soaps as a means of their livelihood.

The Department of Physics conducted a certificate course in 'electrical and electronic instrumentation and maintenance' for the students of B.Sc.Physics with the aim of helping those who are not willing to pursue higher studies but want to get much required jobs soon after their graduation to support their family.

The Department of Commerce and Business Administration has made many attempts in this regard comprising courses on Business Communication Skills, Soft skill

Development, CAT and Beautician Course.

The Department of English also offered different initiatives of such a nature viz. 'Add on Courses in Spoken English', 'ASCENT' – a programme for improving effective communication skills in English language with a focus on improvising the speaking and writing skills, 'FLAIR'- a programme for effective communication, and 'Lecture Series' on various literature topics.

The NSS Units functioning in the College also made many attempts to create and transform innovative knowledge to the student community as well as to the society at large. To develop the skill of making things by hand and to reduce the expenses the volunteers made notepads to be used for various programmes of the college. They also made 2500 paper medicinal covers and donated them to Koyilandy Taluk Govt. hospital. A broom-making competition was also conducted with the intent of having an eco-friendly environment and to instil in the young minds a spirit of healthy competition and co-operation.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Answer: 5

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Answer: Yes

File Description	Document

Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Answer: 0.75

3.3.3.1 How many Ph.Ds awarded within last five years

Answer: 3

3.3.3.2 Number of teachers recognized as guides during the last five years

Answer: 4

File Description	Document

URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

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

Answer: 0.55

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	4	1	1

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

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

Answer: 0.85

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	3	5	4

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

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Answer:

Extension activities done in the neighbourhood community by the College were mainly through National Service Scheme (NSS), National Cadet Corps (NCC) and different teaching departments of the College.

The NSS and NCC units of the College conduct various social activities in the neighbouring community. The multiple challenging activities taken up by the units have been effective in sensitizing students to social issues and paved the path to the development of holistic approach and self-development in the students. The various activities taken up have equipped volunteers with positive personality, social and civic responsibility, leadership qualities, organizational abilities, national integration, and a sense of communal harmony, secularism and democratic outlook in social relations. The most remarkable activities taken up by the **NSS/NCC** units include the **construction and maintenance of roads** in the neighbouring villages, **socio-economic surveys**, **health awareness campaign, campaign against drugs, AIDS awareness programme, blood donation camp, trekking programme, cleaning work in hospital and bus stand premises, environmental conservation activities, plantation of trees** on the side of national highway etc. The other exceptional activities include the following:

Snehaveedu

The most highlighted and much appreciated venture of NSS is the construction of a house for a poor family with the support of the students, parents, and members of the teaching and non-teaching staff of the College.

Adithyam

As a part of this project, NSS volunteers had provided food on all Fridays to the deserving homeless persons on the streets.

Relief-work in flood-hit Chengannur & Koyilandy

When a severe flood hit Kerala on 16th August 2018 , the NSS and NCC units of the College engaged in the relief work at Chengannur on 26th, 27th and 28th August, 2018. They cleaned 6 houses and 15 wells in the Mangalam area of Chengannur Muncipality. They also met the requirements of the camp inmates at Koyilandy.

Mango Park

As a part of the Mango Park Project our volunteers planted around 50 special varieties of mango saplings in the campus.

Chendumalli Garden

More than 2000 chendumalli saplings were planted in the front area of the campus in association with Krishibhavan Koyilandy.

Mazhayulsavam

As a part of protecting our natural water resources, 'Mazhayulsavam' programme was organized in collaboration with Koyilandy Municipality. In this project, our volunteers planted 'Ramacham' around the Kollam Chira to clean the water.

Organic Farming

As a part of organic farming various vegetables   like tomato, green chilies, brinjal, cabbage,etc. were cultivated in the campus in 300 grow bags.

Apart from NSS and NCC, various teaching departments of the College also organized different extension activities like free medical camp, **Abhayam Special School Visit, Crash course in English grammar 'Helping Hands' for Kunnyoramala school students, 'Easy English' for Kollam AUP School students**, **Talk on Women Empowerment** at Sruthilaya Residents' Association, **computer literacy programme 'Trestle'**, project training programme, Plastic awareness Campaign,hands-on training in **soap making**, paper medicinal(tablet) covers for distributing at the Govt. Hospital, Koyilandy, **Thalir Jaivagramam Digitalisation , survey on soil and water quality** etc.

File Description	Document
Link for Additional Information	View Document

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

Answer: 2

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	1

File Description	Document
Number of awards for extension activities in last 5 years	View Document

e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Answer: 77

3.4.3.1 Number of extension and outreach Programs 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:

2018-19	2017-18	2016-17	2015-16	2014-15
21	15	18	15	8

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

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Answer: 67.23

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
759	316	306	602	336

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

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Answer: 9

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
8	0	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Answer: 8

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 (only functional MoUs with ongoing activities to be considered)

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
7	0	1	0	0

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

4.Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Answer:

The College is situated on top of the Kunyoramala hill, a picturesque campus amidst the beautiful landscape of nature. An eco-friendly atmosphere is maintained in and around the campus. This College meets the requirements of quality education in all aspects of the academic and associated fields. The College has a total strength of 759 students. To accommodate these students well we have 21 class rooms that are spacious, ventilated, and well equipped with wireless microphones, white/green/black boards and lectern.

Out of the 21 class rooms, 14 are ICT enabled rooms facilitated with projectors and other requirements.

5 well equipped laboratories are functioning in the College of which 3 cater to the need of Chemistry Department, 1 for Physics Department and 1 for Computer Science Department.

There is a seminar hall to conduct various academic and non-academic activities. An **auditorium** is maintained to host programmes for wide audience. **Moodle** platform is prepared to share information with students.

A well-organized library stacked with books pertaining to syllabus and additional references, along with periodicals, magazines and journals is made available to the students.

Online resources like N LIST, e-journals and research papers are accessible from the library. There is an e-Resource Corner with free internet facility.

LCD TV with internet facility is made available to conduct video classes.

Generator and UPS ensure uninterrupted power supply to the laboratories and class rooms.

A cooperative store with essential requirements including books and stationary are provided.

Common amenity centers include **counseling cell, common girls' room, canteen, playground and gymnasium.**

A well planned layout of the infrastructure facilitates and supports teaching-learning activity.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer:

Institution aims for an integrated development of students adhering to the physical, emotional, psychological and cognitive aspects. In view with this objective the College offers various facilities for sports and cultural activities along with providing **provisions for yoga, meditation and gymnasium**. As outdoor facilities there are **football ground, volleyball court, badminton court, kabaddi court, and Cricket pitch**. For athletics

there is a track. Indoor facilities include **Table Tennis Board, Carroms Board and Chess Boards**. The Department of Physical Education coordinates sports and games. Interested and talented students are given proper training after the selection trials to participate in the Intra College, Inter College, University and State level competitions. A gymnasium also functions under the Physical Education department.

To promote cultural talents of students, the College has a Fine Arts Club comprising of faculty members and student representatives. College level arts competition is held annually and the participants who perform well are trained to compete in the Zonal and Inter zonal competitions. To practice cultural programmes, **open stage, auditorium and seminar hall** are made available. A yoga centre is set for staff and students to **practice yoga and meditation**. A **recreation club** also functions in the College to provide social interaction and less competitive environment.

File Description	Document
Any additional information	View Document
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

Answer: 60

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Answer: 61.15

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
59.55	1.5	50.23	14.99	51.68

File Description	Document

Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Answer:

The Library of the college has been recently renovated in a way to provide **reader-friendly environment and best learning experience.** The renovated area spans 1980 Sq ft. The **computerized** central library caters to the need of the entire student community, Research scholars and staff, both teaching and non-teaching, of the college. The library functions from 9am to 4.30 pm on all working days including Saturdays and also during vacations.

The library possesses a collection of 10156 books, 9 journals, 20 periodicals/dailies kept in an organized manner and displayed in the library. In addition the library has a separate collection of books for competitive examinations

All the functions of the library have been automated using Book Magic Software, 4.0 version developed by MeshiLogic Software consultants, Kinfra Industrial Park, Calicut. The modules of the software are acquisition, data entry, circulation, stock verification and **OPAC** [Online public access catalogue]

Searching and retrieving books are made fast and easy by using computerized catalogue service, providing bibliographical information about the documents and its availability in

the library. The library uses barcode technology for speedy issue/return operations.

Inflibnet Arena with 20 computers is also functioning in the library. Inflibnet provides e-books, e-journals, doctoral theses etc. through N-LIST. Students can download and take printout of the resources.

A **Library Club** functions for conducting **various programmes** for the benefit of the students. A book fair named "**VAYANA VASANTHAM**" was conducted by the Library Club to cultivate the reading habit of the students. As a part of 150th birth anniversary of Mahatma Gandhi a picture exhibition was conducted by the Library Club.

File Description	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Answer:

NAME OF BOOKS	AUTHOR	PUBISHER	YEAR OF PUBLISHIN
SREEMAD MAHA BHAGHAVATHAM	VISWAMBARAN{TR}	KANJANGIRI BOOKS	1996
NALACHARITHA SANDHESAM	KRISHNA KAIMAL	AUTHOR	1983

KESAVEEYAM 8,9 SARGAMGAL	K.C KESEVAPILLAI	S P C S	1998
BASHA BHOOSHANAM	A.R RAJARAJAVARMA	S P C S	1968
MALAYALA SAHITHIYA CHARITHRAM PRASTHANAGALILOODE		CURRANT BOOKS	1958
	DR.K.M GERORGE		
KERALATHILE PRACHEENAKALAKAL	AMBALAPUZHA RAMAVARMA	S P C S	2010
SAMPOORNA MALAYALA SAHITHIYA CHARITHRAM	RAMACHANDRAN NAIR	CURRANT BOOKS	2008
MALAYALA SAILI	KUTTIKRISHANA MARAR	MARAR SAHITHYAPRAKASAM	1995
PURANIC ENCYCLOPEDIA	VETTAM MANI	CURRANT BOOKS	1995
KERALA PANINEEYAM	A.R RAJARAJAVARMA	S P C S	1994
AITHIHYAMALA	KOTTARATHIL SANKUNNI	CURRANT BOOKS	1996
AMOLYA SLOKAMALA	ARAVINDAN (COL)	CBEBT KOTTAYAM	1992
MALAYALASAHITHYAM	ERUMELI	PRATHIBHA BOOKS	1993

KALAGATTAGALILOODE	PARAMESWARAN PILLAI		
BHARATHAPARYATANAM	KUTTIKRISHNA MARAR	MARAR SAHITHYAPRAKASAM	1995
DR.HERMEN GUNDURTU-PARUDHEESAYILE BASHA PANDITHAN	9	CURRANT BOOKS	1991
HARINAMA KEERTHANAM	EZHUTHACHAN	S P C S	2016
VYASA MAHABHARATHAM[VOL.1-6 MAHABHARATHAM KADHA	VIDWAN PRAKASAN.K[TR]	D C BOOKS KOTTAYAM	2016
BHARANA BASHA NIGANDU	K.C KESEVAPILLAI	POORNA PUBLICATIONS	2009
NATTARUVU PADANANGAL(VOL 1& 2)	VISHNU NAMBOOTHIRI	POORNA PUBLICATIONS	2010
THE WORDSWORTH ENCYCLOPEDIA VOL—1 TO 5		THE WORDSWORTH EDITION LTD.	1995
DICTIONARY OF ENGLISH ETYMOLOJY	SKERT WW	THE WORDSWORTH EDITION LTD.	1995

THE CONCISE OXFORD COMPANION TO CLASSICAL LITERATURE	HOWATSON.M.C	OXFORD UNIVERSITY PRESS	1996
SEVEN FAMOUS GREEK PLAYS	ONEIL OATS	WINTAGE BOOKS	1990
THE OXFORD DICTIONARY OF PHILOSOPHY	SIMON BLAKLOAM	OXFORD UNIVERSITY PRESS	1996
CLASSICAL MYTHOLOGY	EDWAED TRIPP	NEW AMERICAN LIBRARY	1974
THE CONCISE OXFORD COMPANION TO THE THEATRE	PHYLLIS HARTNOL	OXFORD UNIVERSITY PRESS	1992
THE NORTON ANTHOLOGY OF THEORY AND CRITICISM	VINEETH B LEITH	WW NORTON& COMPANY	
THE NORTON ANTHOLOGY OF ENGLILSH LITERATURE VOL.1&2	M H ABRAMS	WW NORTON& COMPANY	
INTRODUCING CHOMSKEY	JOHN MAHAR	WORLD VIEW PUBLICATIONS	
LACAN AND POST MODERNISM	ELIZABATH WRIGHT	ICON BOOKS UK	2000

COLONIALISM/POST COLONIALISM	ANILA LOMBA	ROUTLEDGE	2005
AN INTRODUCTION TO RESEARCH. THE RUDIMENTS OF LITERARY RESEARCH	SHIRISH CHINDHAD ANDREWRADFORD	CAMBRIDGE	2009
CONCISE INORGANIC CHEMISTRY	J D LEE	WILEY PUBLISHING	1995
PHYSICAL CHEMISTRY	ATKINS	E L B S SINGAPORE	1994
MOSSBAUER SPECTROSCOPY PRINCIPLES &APPLICATIONS OF THE TECHNIQUES	ALFRED G MADDOCK	HONWOOD PUBLISHING LTD	1997
SUPRAMOLECULAR CHEMISTRY- FUNDAMENTALS AND APPLICATIONS	KATSHIKO ARAGA	SPRINGER INDIA	2006
SHRIVER AND ATKINS INORGANIC CHEMISTRY	PETER ATKINS	OXFORD UNIVERSITY PRESS	2006
BIOORGANIC CHEMISTRY. A CHEMICAL APPROCH TO ENZYME ACTION	HERMAN DUGAS	SPRINGER INDIA	1995

ADVANCED ORGANIC CHEMISTRY REACTIONS	JERRY MARCHS	JOHN WILEY	
AN INTRODUCTION TO COMPUTATIONAL CHEMISTRY	FRANK JENSON	JOHN WILEY	2006
PHYSICAL CHEMISTRY. A MOLECULAR APPROACH	JOHN SIMOD ,MCQURRIE	VIVA BOOKS	2011
NANO SYSTEMS. MOLECULAR MACHINERY, MANUFACTURING & COMPUTATION	ERIC DREXLER	WILEY INDIA	
MEDICINAL CHEMISTRY	GAREDH THOMAS	WILEY INDIA	
NANO TECHNOLOGY VOL.1	BRECK. WM	C B S PUBLICATIONS	2016
CLINICAL CHEMISTRY CONCEPTS AND APPLICATIONS	SHAUNA ANDERSON	C B S PUBLICATIONS	2008
BIOLOGICAL APPLICATIONS OF INFRARED SPECTROSCOPY	STURT.B	WILEY INDIA	
FEYMAN LECTURES ON PHYSICS VOL.1-3	RICHARD FEYNMAN	NAROSA PUBLICATIONS	

UNIVERSITY PHYSICS	FRANCIS SEARS	NAROSA PUBLICATIONS	
NANO TECHNOLOGY. A GENTLE INTRODUCTION TO THE NEXT BIG IDEA	MARK RATNER	PEARSON EDUCATION	
PRINCIPLES OF PHYSICS INTERNATIONAL EDITION	DAVID HALLIDAY	WILEY INDIA	
INTRODUCTION TO NANO TECHNOLOGY	CHARLES POOLE JR	JOHN WILEY & SONS	
INSTRUMENTAL METHODS OF ANALYSIS	HOBARTH H WILLARD	C B S PUBLICATIONS	

4.2.3 Does the institution have the following:

1. *e-journals*

2. *e-ShodhSindhu*

3. *Shodhganga Membership*

4. *e-books*

5. *Databases*

Answer: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Answer: 1.9

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
1.8	.4	3.49	2.16	1.63

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Answer: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Answer: 5.93

> 4.2.6.1 Average number of teachers and students using library per day over last one year
>
>
> Answer: 47

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

The college shifted to its permanent building at Kunnyormala in 2004 and at that time there was no internet connection. After 5 years, when **BSNL Wimax** service was started, the data speed was very slow and there were range issues as well. To solve these problems, **BSNL Broadband** was initiated but the earlier difficulties still persisted. Finally **Optical Fibre Cable** was laid which improved the speed of internet connectivity with **100 Mbps**. Kerala Vision is the Internet Service Provider at present and internet connectivity is being utilized at the College office, Principal's chamber, IQAC room, staff rooms and laboratories.

Fourteen class rooms of all the departments are **ICT** enabled with **LAN** connectivity, and a portable **LCD** projector is set in the Computer Science Lab with Internet connectivity. Computers are arranged in all the departments, office, Library Inflibnet, IQAC room and MSc Chemistry Laboratory. Printers are installed at the office, Principal's room, IQAC room, Post graduate Chemistry laboratory and some departments. Scanners are being used at the office, IQAC room and the Computer Science Lab.

All paper notices and circulars have been dispensed with and **electronic announcement system** is used instead. This is also employed for prayer, hour bell and so on.

Surveillance cameras have been strategically located on the ground floor, first floor and Principal's room. Some teachers have effectively implemented **Moodle** for classroom teaching. Most teachers avoid paper for internal examination and depend on smart phones. Whatsapp class groups have been formed to circulate official departmental messages to students.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Answer: 12.24

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer: No

File Description	Document

Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Answer: 11.44

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
3.21365	5.19199	3.05796	3.93393	3.80429

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

Audited statements of accounts.	View Document
Any additional information	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.

Answer:

The College has the required infrastructure for office administration and academic interaction; simultaneously there is an **effective system** for the optimum exploitation of its physical and academic resources. An **Infrastructure and Maintenance Committee** supervises the planning, development and maintenance of the academic and physical assets. The College Junior Superintendent manages and monitors the purchase, upkeep, annual stock taking, daily cleaning and regular repair of equipment and facilities in the college.

Academic – The heads of each department supervise the overall functioning of the academic resources. The physical equipment in the staff room and the classrooms, namely LCD projector and so on are effectively utilized and maintained by the teaching staff.

Library- The library is under the charge of the librarian and he is assisted by two library assistants. The books, journals and newspapers are made accessible to the staff and students: the issuance of books, the entry of students and so on is recorded in the library register.Inflibnet service is available in the library and its use is monitored to ensure that students only access academic materials. The **OPAC** (online public access catalogue) is utilized and efficiently maintained in the library. Purchase of books and annual stock taking is the responsibillty of the library staff.

Laboratories – There are 3 laboratories for Chemistry, Physics and Computer Science degree programmes and 2 laboratories for the Post graduate programme.The upkeep

and cleanliness of the laboratories are under the charge of a teacher from the department and lab assistants.

Auditorium- a well-furnished auditorium was recently constructed on the 2nd floor of the College. There is sufficient furniture to accommodate the students for College arts festival and other events.

Sports Facility – The teacher in charge of the Department of Physical Education supervises the functioning of the gymnasium and other sports equipment. The sports facilities include badminton court, volleyball court, football ground, cricket ground, kabaddi ground and table tennis equipment.

I T infrastructure – the monitoring of the computers and Wi Fi system is under the charge of a teacher from the department of Computer Science. Regular maintenance is ensured to provide net connectivity in the office and departments.

General Maintenance- The cleanliness and maintenance of the rooms is done by two full time cleaning staff. The College premises are kept **clean** and **tidy** at all times. 3 security guards work day and night for the safety and security of the College. A part time plumber and a gardener are also employed in the College.

File Description	Document
Link for Additional Information	View Document

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 the last five years

Answer: 85.79

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
664	665	610	522	496

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Answer: 6.73

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
54	41	57	48	32

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations

2. Career counselling

3. Soft skill development

4. Remedial coaching

5. Language lab

6. Bridge courses

7. Yoga and meditation

8. Personal Counselling

Answer: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Answer: 30.43

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
688	139	143	109	30

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 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Answer: 1.79

5.1.5.1 Number of students attending VET year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
44	23	0	0	0

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

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

Answer: Yes

File Description	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

Answer: 9.57

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
13	39	29	19	5

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Answer: 27.52

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 71

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Answer: 18.19

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
6	4	2	0	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
20	15	10	5	7

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Answer: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise

during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Answer:

The College has an active Student Council named **'College Union'** elected democratically each year by all the students under Presidential System of election as per the guidelines stipulated by the Lyngdoh Committee and the University of Calicut. The College Union is composed of a **Chairman, a Vice - Chairman, a General Secretary, a Joint Secretary, a Fine Arts Secretary, a Magazine Editor, a General Captain for Sports and Games, a University Union Councilor, five Association Secretaries representing each department**, four Representatives for first, second and third year UG classes and the PG classes. The Union is directed and mentored by a **'Staff Advisor'**,

who is nominated by the College Council from among the faculty members, in all the activities of the union. It is headed by the Chairman and all other members are held responsible to engage, organise and co-ordinate different cultural, sports, academic and other socially relevant endeavours to the student community and to the general public.The Fine Arts Secretary co-ordinates all cultural and literary initiatives, Magazine Editor,with the help of a magazine committee, sets annual college magazine, and the General Captain co-ordinates all sports related events in consultation with Physical Education Department. The Association Secretaries carry out various programmes in consultation with their departments concerned. The University Union Councilors and Class Representatives serve as the responsible voice of the whole students in the appropriate spaces and situations.

It mainly provides a platform for participation of students in Intra-College as well as Inter-College arts and cultural performances as well as sports and games events. The yearly regular programmes carried out by the Union includes Union Inauguration Ceremony, College level Fine Arts Fest, College Day, Sports Day, celebration and commemoration of significant days and events. The students perform regularly in zonal as well as University Level Fine Arts Fest in all the years in individual, group, stage and offstage events. A tremendous achievement in the history of the college was made in the year 2015 with over all 'second runner up' in zonal level fine arts fest and overall fourth position in the university level arts fest conquering more than three hundred colleges affiliated to the University.

The College has made appropriate provisions to ensure representation of students in almost all bodies, clubs, associations and other initiatives to make these bodies more transparent. The NSS units have an executive committee with two students as secretaries, who are held responsible for co-ordinating activities at students' level. The NCC unit has a Senior Under Officer and two Junior Under Officers.

The other clubs and initiatives include Internal Quality Assurance Cell, Fine Arts Club, Bhoomithra Sena Club, Science Club, Women Cell, Counseling Centre, Nature Club, Entrepreneurship Development Club, Library Committee, Walk With a Scholar, Scholar Support Programme, Music Club,'Samskara'- a literary club, Canteen Committee,

Grievance Redressal Cell, Electoral Literacy Club and Anti-Sexual Harassment committee,Anti- Narcotic Club, each of them have student co-ordinators to look after the entire aspect as per the directions of the staff or other appropriate authorities concerned.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Answer: 4.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	5	4	2

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Answer:

The alumni of the College was established on 24th March 2014 named as "**R. Sankar Memorial SNDP Yogam Arts & Science College Alumni Association"** and was formally registered on 6th March,2019 as per the provisions of the Societies Registration Act,1860.

Since its inception, the alumni have been consistent in holding regular meetings of the department as well as general meetings. The general body is usually held in the month of December every year as it is convenient for many of the alumnus to attend. It has contributed to the activities of the College that includes **Motivational Programmes, Interactional Sessions and Career Guidance Sessions.**

Since the day of formation, the alumni has created a niche in the academic/infrastructure development of the College by undertaking different projects and

activities. The most prominent among them is the contribution of **Five Lakh and Five Thousand Rupees to the development of the Library.**

The major Activities:

1. **Alumni Meet**

One of the major activities of the alumni is the annual alumni meet held in December every year. It is a day of remembrance for the teachers and students who still cherish fond memories. Majority of them are employed and are leading family life, but they feel like the student of the College when they come here. It is very well attended and the students look forward to the next meeting with great enthusiasm.

2. **Motivational and other Personality Development Programmes**

Number of programmes are conducted in the College by the alumnus. Departments make use of the former students who are well placed now, to motivate the present students. Classes are also conducted in the realm of personality development and soft skills.

3. **Extending a Helping Hand**

One of the major challenges undertaken by the alumni was the restoration of an alumnus who met with a major motor accident. Girish Kallidukkil was just beginning to flourish financially and had a family consisting of a wife and a child. When the news was broken that he was admitted to a hospital, the alumni was alerted and a message was sent around to contribute to his recovery. Around **three lakh rupees** was collected and handed over but he did not survive. The balance amount was donated to his bereaved family

4. **Refurbishment of the College Library.**

The alumni had decided to make a major contribution to the College and it was unanimously decided that library was the best choice.So, a master plan was set to refurbish the entire structure of the Library as well as the number of books. A massive Five Lakh Five Thousand rupees was received as donation from the alumni and the

entire library congregation has changed to accommodate maximum number of students. The Inflibnet area was widened and a reference section was created.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer: ≥ 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Answer: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

6.Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Answer:

PDFCROWD

Our institution, affiliated to the Calicut University functions under the auspices of SNDP Yogam. The College is well governed to promote life oriented education to all its stakeholders. The management representatives manage and supervise the functioning of all the College activities in a decentralized manner. Valuable instructions and guidelines are provided by the concerned authority on all matters ensuring a smooth functioning of the College. All matters concerning the appointment of teachers and non- teaching staff, maintenance of infrastructure and admission to management quota seats, which comes to 20% of the sanctioned seats of UG and PG courses, are all monitored by the management. **The Principal and the College Council take decisions and form by-laws regarding academic, non- academic and administrative matters in tune with the vision and mission of the College**. The Principal, Heads of all Departments, two elected representatives, NCC officer, Librarian and Junior Superintendent constitute the College Council. This is a potent decision making body in the College which efficiently functions to maintain discipline in the campus in tune with the vision, mission and objectives of the institution. **The College Council** is a statutory body and its decisions are executed. To inculcate values of equity, sustainable development, empowerment, academic liberty and commitment to values of national integration, bodies like **NSS, NCC, Tourism Club, Career Guidance Cell, Parent Teacher Association, PEARL (forum for women empowerment), Samskara, Thanal Counselling Cell and TAPS (Teachers' Aid to Poor Students) function in the college**. Apart from these, there are programme officers and coordinators for admission procedures, scholarships**, WWS, SSP, ASAP, DCA, RUSA, MOODLE, IQAC and NAAC.** The university examinations are conducted under the close supervision of the Principal, Chief Superintendent and Senior Assistant to University Examinations. We have very vibrant NCC and NSS units which carry out socially relevant activities in and outside the campus. The **Fine Arts Club** encourages the students to participate in the various collegiate and intercollegiate activities and art festivals like Zonal Arts Festival. **The Physical Education Department and Health Club** ensure and promote physical fitness and participation in sports competitions at various levels.   The details of all the organisations and the list of coordinators in charge of every organization are published in the College calendar and in the web site every year. The College has a very proactive **PTA** which effectively interacts and productively involves in all those matters of the College which require their

participation. The **Principal's office** assists in all matters related to academics, admission, fee collection, disbursement of salary and scholarships, preparation and maintenance of the details of students/ staff and the like. **The alumni** of the College too play a vital role in assisting the governance of the College.

Prospective Plan

New Library Block

Indoor Stadium

Auditorium

Research Centre

PG for all existing UG Courses

More UG and PG Courses

Gurudeva Chair

Certificate Programmes for all Departments.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Answer:

The College follows a decentralized form of governance that provides a fair amount of liberty to the faculty, staff and students to carry out activities and responsibilities that are entrusted to them as persons in charge of various organizations that play a vital role in the smooth functioning of the College. The governing body of the College headed by the Principal is supported by the **Staff Council and IQAC.** This governing body formulates working procedures and imparts operational duties to the staff members to discharge their responsibilities in a befitting manner. Flexibility and liberty are given to all the coordinators and programme officers of various organisations to bring out the best results. Organisations that function in such a decentralized manner include NSS, NCC, Tourism Club, Career Guidance and Counselling Cell, PEARL, Samskara, College Union, Enterpreneurship Development Cell, Anti- Ragging committee, Grievance Redressal Cell, RTI, Nature Club, Anti- Narcotic Cell and the like.

Case Study

Decentralization and participative management are practised in the planning and execution of academic and administrative policies with the consent of the management and the Principal. One of the key areas where this is executed is in the conduct of **College Union Election**. Election procedure starts with the declaration of election by the Calicut University. University publishes the schedule to inform the Returning Officer about the procedures of the election. This information is later passed on to the students by publishing the details on the notice board. The Principal appoints a senior teacher as the Returning Officer to conduct the College union election and he also constitutes the election committee consisting of 4/5 members from the teaching staff. A meeting with the student representatives is convened to update them with the rules and discipline regarding the election procedure. This is followed by the publication of electoral role for correction, deletion, changes etc. The next procedure is publication of valid list of candidates followed by the publication of the final list of candidates. Candidates are given an opportunity to withdraw their candidature before the publication of the final list of candidates. The Returning Officer, with the assistance of the committee members, assigns election duties to the members of the staff. Duties of Presiding Officers, Polling Officers, Counting Officers etc. are assigned by him. With prior permission the student representatives of the candidates can enter the polling booth and the counting hall. After

the election the results are declared by the Returning Officer. The coordinators of various programmes are given certain degree of freedom to innovate and implement ideas in accordance with the prestige of the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Answer:

Of the various projects proposed under the strategic plan, Mission 2014-19, many were successfully implemented under the leadership and guidance of the Management, Principal, Staff Council, IQAC, and PTA. Of these the outstanding achievement was the **setting up of a gymnasium** in the College under the supervision of the Physical Education Department.

1. The need to set up a gymnasium in the College to ensure physical fitness along with mental health was raised and discussed in the College council meeting that was held on July 7, 2017.

2. On understanding the necessity of this essential requirement a proposal consisting of a consolidated P.D Register, subsidiary registers, copy of the minutes of the College council meeting, tabulated statements of the items to be purchased, account statement of the last ten years, and the pass book was sent to the DC on February 7, 2018.

3. The proposal was approved and sanctioned by the concerned authority on April 7, 2018.

4. After getting approval from the authority the required equipments were purchased on November 26, 2018.

5. After satisfying all the requirements the gymnasium was set and it was inaugurated by the Principal, Dr. V Anil on January 14, 2019.

The setting up of the gymnasium has proved beneficial to the staff as well as the students.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Answer:

This institution, affiliated to the Calicut University functions under the auspices of **Corporate Management of SNDP Yogam**. The College is well governed to promote life oriented education to all its stake holders. The **management representatives** manage and supervise the functioning of all the activities of the College in compliance with the **UGC** regulations and directives of the **Directorate of Collegiate Education**, **Govt. of Kerala** and the Acts and Statutes of the **University of Calicut**. The **Principal** with the support of the **College Council** takes decisions and forms by- laws regarding academic, non- academic and administrative matters. The Principal, Heads of Departments, two elected representatives, NCC officer, librarian and Junior Superintendent constitute the College Council. The College Council is a statutory body and its decisions are executed with the help of other committees like **admission committee**, **academic committee, examination committee, anti-ragging committee, library advisory committee, purchase committee, maintenance committee** etc. Apart from all these, there are **various clubs** to promote curricular and co curricular activities that inculcate in the minds of children values of equity, sustainable development, empowerment, academic liberty and commitment to values of national integration. These include anti narcotic club, innovation club, nature club, birds club, health club, science club, tourism club, bhoomitrasena club, and staff recreation club. Besides these, there are programme officers and coordinators for admission procedures, scholarships, WWS, SSP, ASAP, DCA, RUSA, MOODLE, IQAC and NAAC. The entire permanent faculty is in charge of one or more of these committees. The College has very vibrant NCC and NSS units which carry out socially relevant activities in and outside the campus. NCC also coordinates yoga classes for those interested. The Fine Arts Club encourages the students to participate in the various collegiate and intercollegiate activities and art festivals like B-Zone and Inter Zone. The Physical Education Department and Health Club ensure and promote physical fitness and participation in sports competitions at various levels. A gymnasium works under the **Physical Education Department** to ensure physical fitness for staff and students. The details of all the organisations and the list of coordinators in charge of every organization are published in the College calendar and in the web site every year. The College has a very proactive **PTA** which effectively interacts and productively involves in all those matters of the College which require their participation. The PTA helps in providing financial aid and also assists in conducting

various programmes for the general welfare of the students. The Principal's office assists in all matters related to academics, admission, fee collection, disbursement of salary and scholarships and preparation and maintenance of the details of students and staff. The **alumni** of the college too play a vital role in assisting the governance of the college. Every department has its own micro alumna that meets and participates in the activities of the department and College at large.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

> 1. *Planning and Development*
> 2. *Administration*
> 3. *Finance and Accounts*
> 4. *Student Admission and Support*
> 5. *Examination*

Answer: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas	View Document

of operation Planning and Development,Administration etc	
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Answer:

We have many decision making bodies and committees in our institution and they are functioning effectively. The IQAC of the College makes it mandatory for all the bodies and committees to document the minutes of the meeting and the decisions are ratified. There are a total of **9 committees :- Admission Committee, Academic Committee, Examination Committee, Anti Ragging Committee, Co-operative Store Committee, Library Advisory Committee, Canteen Committee, Purchase Committee and Infrastructure and Maintenance committee.**

The Infrastructure Development is the activity successfully implemented by the **Infrastructure** and **Maintenance Committee**. This committee convened meetings jointly and separately in the previous academic years to discuss the infrastructure developments - girls' room, gymnasium, new class rooms, enhancing the number of computers, lab facility for Chemistry department, ramp for the physically challenged, canteen, auditorium and the expansion of the library. Based on the decisions made by the Infrastructure Committee the need of infrastructure was discussed by the Principal, IQAC, senior faculty members and the management representatives who were convinced of the urgent needs of the College. The authorities acted on the immediate requirements and the **new class rooms** and **lab facilities came into existence in 2017-18 and the electronic announcement system** was also introduced in the same year. **The girls' room, the gymnasium** and **spacious canteen** were made possible in the academic year **2018-19. The expansion works of the library, ramp for the**

physically challenged and the College auditorium became a reality by **April - May 2019**. Now the construction works are almost complete.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Answer:

1. Maternity leave for lady staff as per government rules.

2. Paternity leave as per government rules

3. Casual leave for 15 days for the teaching staff and 20 days for the non- teaching staff.

4. Duty leaves for staff members for attending various training programmes, orientation /refresher/workshop/seminars

5. Subsidised canteen facility for the staff

6. Subsidised co-operative society for the staff

7. Salary advance for the staff

8. Honouring teachers who acquire higher academic qualifications

9. Provident fund advance for the staff

10. Staff tour and staff day celebration

11. Drinking water facility

12. Government offers various insurance schemes to the staff.

13. Pension, gratuity, and all other such government welfare schemes are provided to the staff

14. Faculty development programmes are periodically arranged to motivate the teaching staff and update their knowledge

15. Medical reimbursement scheme for all staff

16. Grievance redressal cell for addressing sexual harassment

File Description	Document
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

Answer: 0

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:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,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

Answer: 0.8

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Answer: 14.71

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	7	0	1

File Description	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 programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Answer:

The College assesses the performance of the staff through IQAC. It is done in two ways **Performance Appraisal (Self Appraisal) system and Feedback system**.

Performance Appraisal System (Self Appraisal)

Self appraisal of teaching staff is made through the format prepared by the IQAC which includes the work of the teacher in the College, teaching methods adopted, programmes conducted, participation in seminars, research and related activities, duties done in the College and university, extension activities done, representation in various academic bodies etc

In addition to this every year faculty members are required to fill in the **Performance Appraisal Form** designed on the basis of **PBAS methodology** by the UGC from 2010 onwards. It is based on teaching, learning and evaluation, Co-curricular, extension and professional development activities, research and academic contributions. On the basis of these criteria API Score is obtained, and submitted to the University through a screening committee.

Performance Appraisal System is functioning **for non-teaching staff** also. Appraisal forms containing the details of department examination passed, the quality of work done, areas of improvement, future goals etc are evaluated and assessed by the Superintendent and submitted to the Principal for further evaluation. The Principal meet the staff in person and suggest measures for improvement.

Feedback System

One type of feedback is student evaluation on teachers conducted by **IQAC**. Feedback forms are given to students to evaluate their teachers on the basis of their communication skill, teaching ability, sincerity, commitment, knowledge of the subject and overall performance in the class. Anonymity is assured while giving the feedback. The feedbacks were tabulated and the performance index was calculated and given to the teachers. After reviewing the feedback from beneficiaries, the Principal provides counsel to the faculty members confidentially and hands over the report to the concerned teachers.

Feedback based on syllabus is done for **students, teachers, alumni and parents**. It is collected and each item is analysed and consolidated reports are prepared for the different stakeholders mentioned above.

File Description	Document

Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Answer:

The institution has a transparent and well-planned financial management system in which Government and Management are the main source of funds. The institution has mechanisms of internal and external audit for both Government and Management accounts separately. There are four levels of audit for the funds sanctioned by the Government. They are as follows:

Internal Audit:

The Head Accountant and other related staff conduct the internal audit and prepare financial reports which are counter- checked by the Principal. All financial information and reports are prepared with complete accuracy. The accounts of PTA and Management are subjected to audit by authorised, qualified staff members.

External Audit:

Separate accounts and reports are maintained for NSS and funded programmes like WWS, SSP etc. After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government are initially submitted to an external Chartered Accountant. The audit report with utilization certificate and all necessary ratified accounts are then submitted to the concerned sanctioned authorities.

Directorate of Collegiate Education:

Audit wing of the Collegiate Education Department conduct audit on a regular basis to ensure proper and effective utilization of funds. At the time of annual audit by Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by the college. After hearing the clarifications and corrections, the final accounts are settled.

Accountant General, Kerala:

The Accountant General, Kerala also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of funds.

It is to be noted that at present, the institution does not have any audit objections pertaining to the utilization of the Government/UGC funds.

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

Answer: 0

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

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

Answer:

The institution has distinguished strategies for the mobilization and proper utilization of funds received from various sources. The major sources of income are from the following streams:

Government Funded Schemes

College has availed funds from the **Central Government/ State Government/ Higher Education Department** for programmes like ASAP, WWS and SSP.

Funds received from **Bhoomitrasena, Scholarships, and ED Club** are utilized in the most effective and suitable manner.

NCC and NSS function with the fund received from the **State and Central Government.**

In collaboration with the **Agricultural Department (KrishiBhavan) of Kerala** fund was mobilized and effectively utilized for the set up of a **Mango Park, Chendumalli Garden, Rain Guard for Cultivation, Vermlcompost, and Rain Water Harvesting.**

Funds received by way of **Scholarships** are collected and given to the most deserving students.

University grants **fund** for the conduct of examinations. This is availed and utilized for the intended purpose.

80 % of the students receive **education concession from the Government.**

Fund from PTA

The fund from **PTA** is mobilized and utilized for students' welfare.

Fund from Alumni

The **Alumni Association** of the College plays a pivotal role in raising fund for various college activities.

PD Account Balance

Accumulated balance in the PD account is utilized for the benefit of students alone. With this amount books, chemicals, projectors, teaching aids and the like are purchased.

Fund from Cluster Colleges

Cluster College is a concept developed by the Kerala State Higher Education Council. Ours is the only aided institution included in the group of Cluster Colleges. Available fund from cluster colleges is availed and utilized for students' welfare.

TAPS (Teachers' Aid to Poor Students)

All members of the teaching staff voluntarily contribute an amount monthly to provide financial assistance to economically backward students in order to motivate and enhance their academic performance.

Aid from the Management of the College

Major portion of the fund is mobilized from the management. All the significant construction work and infrastructural developments are done with this fund.

Fund from Philanthropists

Financial assistance from philanthropists is received and utilized for the **construction of buildings, smart class rooms, and auditorium and seminar hall**. With the fund received from well wishers and sponsors, the NSS units of the College has **constructed a house, Snehaveedu**, for two deserving girl students of the College. With the help of the financial support given by**SBI**, Koyilandy branch, **tree guards** were purchased to protect the saplings of mango trees that were planted as part of setting a **Mango Park** in the College campus.

 Thus the institution ensures effective strategies for the mobilization and utilization of funds received from various sources. Institution also ensures transparent internal-external auditing of all financial resources.

File Description	Document
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

Answer:

The best practices promoted by IQAC are **Teacher Feedback** and **Performance Appraisal** and **Mentoring System**.

Teacher feedback and Performance Appraisal system

Teacher feedback aims to improve teacher performance and thereby assist student learning. The teacher's self-assessment is possible through feedback. A structured questionnaire dealing with a teacher's efficacy, knowledge level and so on, is prepared and distributed to the students. The printed formats are then collected; the report is consolidated and submitted to the Principal. As per the feedback, the Principal conveys proper guidance to the teachers, which helps them to work on his suggestions for improvements. Timely feedback guides a teacher to strengthen his/her weak points and develop the strong aspects.

Performance evaluation was done earlier in our College as per the UGC format.From 2015-16, the performance appraisal is done as per the format designed by the IQAC. Each teacher fills up the form at the end of the academic year. Feedback plays an important part in a teacher's career and helps one to improve one's overall accomplishments as a teacher.

Mentoring System

The mentoring system that has evolved from the tutorial system is more effective since it lays stress on the overall development of a mentee through the involvement of the mentor. Every teacher is a mentor to the students and the mentor-mentee bond is very strong. The close relationship between the mentor and protégé ensures individual attention to each student. The mentee has the same mentor till the completion of the programme since the mentor in the first semester continues to be with the same wards till

their sixth semester.The meetings are conducted formally and informally, either in the class room, in the staff room or over the phone.

Soon after their admission,the students are given a tutorial record, which has the details of the student - their bio-data, family details and academic records along with a passport size photo. This record is very helpful to the mentors to assess the students' progress as it contains the internal examination marks of each semester.

In the mentoring system the mentor and the mentee discuss the latter's health issues, food habits, the use of mobile phone, academic and co-curricular achievements and the problems faced by the latter. The mentor- teacher can guide the mentee regarding their higher education opportunities and employment options also.

The mentor directs the mentee for counselling if the former feels it is pertinent. During such an interaction between a mentor and mentee it was found that two sisters, one in the department of Chemistry and the other from Computer Science were living in a dilapidatedhouse. In the academic year 2017-18, the students of our college constructed a house through crowd funding for the siblings.

File Description	Document
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

Answer:

IQAC of the College actively initiates institutional reviews and implementation of teaching learning reforms through the following methods:

Academic System Monitoring Process

This is to ensure and promote the academic quality and the effectiveness of teaching-learning process. In the beginning of every academic year, action plans are discussed among the Heads of Departments, the Principal and the IQAC coordinator for delivering effective teaching- learning process. After the end of each semester, the committee reviews the success of these action plans and suggests measures for improvement. The committee also assesses the effectiveness of the examination system. The IQAC supervises the internal evaluation process for the College level examinations. In the semester system two examinations are conducted, a class test and a model examination. One criterion for the internal assessment of students is the marks attained in these tests. In each semester we have an open forum of teachers, parents and students to discuss all the matters related to teaching, learning and evaluation. Attendance and result analysis of students are given priority in these open fora.

Induction of ICT- Based Classes

Information Communication Technology in education can support, enhance and optimize the delivery of information. Researches in this field show that ICT can lead to an improved student learning and prove a better teaching method. As the ICT enabled teaching is a tool to enrich learning in various subjects, the IQAC of the College suggested the class rooms to be ICT- enabled. Class rooms are equipped with LCD and overhead projector. All the teachers are taking power point presentation classes, and assignments and projects are submitted online by students. "**Moodle**" is being used as a free and open source of online educational platform. Some other free online platforms like Coursera, Khan Academy, Swayam are also used by the students. "Arena", the inflibnet- equipped library offers students as well as teachers an unprecedented opportunity for digital teaching and learning. Thus ICT has the potential to transform the nature and process of teaching and learning environment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Answer: 4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
11	3	2	2	2

File Description	Document

Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements*

2. *Academic Administrative Audit (AAA) and initiation of follow up action*

3. *Participation in NIRF*

4. *ISO Certification*

5. *NBA or any other quality audit*

Answer: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle)

Post accreditation quality initiatives (second and subsequent cycles)

Answer:

1. Over the last five years, the annual intake of students increased from 610 to 759.

2. INFLIBNET service was introduced in the library.

3. Three additional skill development programmes were introduced- DCA, ASAP and Life Skill Development course.

4. Walk with Scholar for advanced learners and Scholar Support System for slow learners are effectively conducted.

5. IQAC has initiated academic audit in all departments.

6. Faculty Development Programme for teachers named ILLUMINE was initiated.

7. Four faculty members secured Ph D and three teachers are currently pursuing Ph D.

8. Feedback on syllabus was introduced for students, teachers, alumni and parents.

9. Entrepreneur Development Club is active under the Department of Commerce.

10. Construction of badminton court.

11. Construction of the top floor was realized for class rooms and auditorium.

12. Gymnasium for students and teachers was inaugurated and is routinely utilized.

13. Ramp facility for the physically challenged was made available near the College entrance.

14. Chemistry department research laboratory was set up.

15. Canteen was renovated and made spacious.

16. Expansion of library through provision of additional books and shifting to a more convenient location.

17. Public Address System to make official announcements in each classroom was commenced.

18. Surveillance cameras were installed at strategic locations.

19. Generator was purchased to overcome power failure situations

20. Water cooler cum purifier was installed.

21. Solar power unit has been set up.

22. Sanitary napkin vending machine and incinerators were arranged near the girls' toilet.

23. Girls' room with 2 cots and an attached bathroom was constructed.

24. Parking area for students was demarcated and sheds were built.

25. ICT enabled classrooms have been established.

26. Seminar hall was constructed.

27. More personal computers have been introduced.

28. A new security personnel has been employed.

File Description	Document
Any additional information	View Document

7.Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Answer: 29

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
8	6	4	5	6

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2
   1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security

2. Counselling

3. Common Room

Answer:

1 Safety and Security

Ours is a co-educational institution that promotes a healthy relationship between all genders. Boys and girls are given an **orientation programme** soon after the admission process in order to create awareness about the rule and regulations of the College to ensure discipline in the campus. The College calendar which is issued every year also highlights the code of conduct to ensure safety, security and self-discipline. All students and especially girls are encouraged to report all instances of discrimination and violation against them. All the reported cases are promptly taken into consideration by the Grievance Redressal cell. Three day residential camp, **Panache**, for girls is conducted to empower girl students. To safe guard our women folk, girls and boys from all antisocial activities the institution has taken several measures. This includes the following:

1. **Grievance Redressal cell**

2. **CCTV cameras at vital places**

3. **Women's forum-PEARL**

4. **Identity card**

5. **Uniform for students**

6. **Separate rest room for girls**

7. **Women help line numbers displayed**

8. **Patrolling squad in and around the campus**

9. **Self-defense programmes**

2. COUNSELLING

An effective counselling cell, **Thanal** is functionally in the college to provide support to students experiencing any sort of emotional difficulty. In the orientation programme provided to the students during the first year they are made aware of this cell to approach the teacher concerned to discuss their issue without any fear or hesitation. The counselling cell along with the Department of English conducts three days residential camp for girls with diverse sessions of motivation, women empowerment and personality development. **Gender sensitization programmes** are conducted for both girls and boys to develop mutual understanding and healthy relationship. In the various programmes organized students are made aware of their legal rights and duties. Girls are provided separate rest rooms for their recreation. Gym facility is also provided for girls to cater to the maintenance of their health. Tutorial sessions are provided by the teacher concerned to encourage the students to interact friendly about all the matters that concern them.

1. **Panache-Residential camp for girls**

2. **Gym for healthy benefits**

3. **Tutorial sessions**

3. COMMON SPACES

Our institution provides co-education to develop self-esteem, mutual respect and socialization among the students. Spaces are provided in the class room and in the campus for mutual interaction and healthy competitions. Measures taken by the College to promote gender equality through common domain include:

1. Common Canteen.

2. Playground.

3. Open spaces in the campus for interaction.

4. Sports and Games.

5. Seminars and Workshops.

6. Arts and cultural Programmes.

7. Group activities in and outside the classroom.

8. Library space without segregation

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Answer: 14.31

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Answer: 2190

7.1.3.2 Total annual power requirement (in KWH)

Answer: 15300

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Answer: 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Answer: 767

7.1.4.2 Annual lighting power requirement (in KWH)

Answer: 767

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
- *Solid waste management*
- *Liquid waste management*
- *E-waste management*

Answer:

Our Institute takes all measures to maintain our campus with reduced plastic usage and to remove the waste which are harmful to environment.

Solid waste management

A system of restricted entry of motor vehicle is maintained inorder to ensure a smoke free campus. A specified parking area is provided for staff and students.The total solid waste collected in the campus is paper, disposable paper plates, cups, paper etc. Waste is separated as biodegradable (organic wastes) and non-biodegradable (plastics etc) and segregated at source by providing separate dustbins .The waste when decomposed by vermicompost is reused as organic compost for the plants in the College campus. Single sided used papers are reused for writing and printing in all departments. Very little plastic waste is generated by departments, office, etc., it is collected and given to the vendor on a regular basis. Metal and wooden waste is stored and given to authorized scrap agents for further processing. Glass bottles are reused in the laboratories. Sanitary napkins are disposed of by incineration process using pad dispenser. Dust bins are arranged in all department staff rooms, labs, library, and near every flight of stairs. Cleaning and emptying the dustbins is being done on a regular basis.

Liquid waste management

Drinking water facility is arranged in every building of the campus. Wastage of drinking water is restricted through proper monitoring. Waste water is properly drained out to maintain the greenery in the campus as well as providing ecologically aesthetic environment. Proper drainage system is arranged for all the buildings of the campus. Liquid waste from the points of generation like the canteen, and toilet is segregated and disinfected and let out as effluent into a common drainage facility. The laboratory waste water is collected in a separate septic tank and allowed to settle; the solid waste is removed and the clear water is treated properly.

E-Waste Management

The College lays emphasis on paperless office to save carbon emission in printers. The cartridges of laser printers are refilled outside the college campus. UPS, Batteries are recharged / repaired / exchanged by the suppliers. Some equipment is reused after service and slight modifications.

E-waste from labs is properly collected and is given to the licensed recycler, reused wherever possible, donated and sold if possible. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Some parts useful for other systems are kept aside for future use.Our institute has a Waste Collection centre and they collect a considerable amount of E-Waste through auctioning to local vendors.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Answer:

Since the College is situated on the **top of the hill,** water scarcity is a major problem. So the College is very much involved in water conservation activities. The major conservation activity adopted by the College is rain water harvesting. The College management gives due focus to rain water harvesting.

The rain water is collected through the pipes and stored in the two storage points in the College premises. Silpaulin sheet is laid and rain water is stored in it. Then the water is used for agricultural purposes. The pipes are connected to the storage points which can hold up to 20000 ltrs. The NSS unit has dug 7 pits to conserve rain water. The College has the capacity to conserve about **30000 ltrs** which enhances the ground water level to a significant level.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices
- *Students, staff using*
a) *Bicycles*
b) *Public Transport*
c) *Pedestrian friendly roads*
- *Plastic-free campus*

- *Paperless office*
- *Green landscaping with trees and plants*

Answer:

The **geographical topography** of the College does not permit the use of bicycles; the students, however, are exhorted to use cycles at home. Most students live far from College and travel by public transport. The distance from the bus stop to College is around 1 km. From there, most girls walk up to the College, while boys usually come by motor cycle. Most teaching and non- teaching staff travel by four wheelers and **car**pooling is practised.

Vehicles are not permitted to enter the campus through the main gate and this road to the College is pedestrian friendly. This road is lined with shady trees and the greenery is a soothing sight to the visitors.

Plastic Free Campus

The NSS and NCC units strive to keep the campus litter free. Years back the College was declared **smoke**, **litter** and **plastic free**; the students are encouraged to use the waste bins in their class rooms and avoid littering the campus. Some student volunteers, who call themselves "**Earthlings**" collect plastic waste from the campus and give it for recycling.

Less Paper Office

Most of the office work which requires paper use cannot be dispensed with: other work is done digitally. Student attendance uploading, university registration for examination, admission procedure, E grants and scholarships are not completely paper free, but managed with **less paper** along with digital support. **Moodle** helps teachers to avoid use of paper for assignments and notes. Assignments and projects are usually **evaluated online**. For class tests, questions are compiled in smart phones by teachers to reduce consumption of paper.

Green Campus

The College is constructed on a rocky and barren area. At the time of shifting to this building, there were very few trees here. Many trees have been planted by the NSS and NCC students and greening is a continuous process. Many trees can be seen around the campus; the NSS volunteers have planted mango saplings. The students who participated in Panache, the 3 day residential camp planted guava saplings. At present around **1617 trees** like **mango**, **teak**, **mangium**, **guava**, **cashew**, **gooseberry**, **sandalwood**, **jackfruit** and other trees can be seen on the campus. **Green audit** is regularly done to know the exact number of trees around the campus.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Answer: 2.23

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15

0.60185	0.56585	0.86350	1.50501	0.25061

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. *Physical facilities*
2. *Provision for lift*
3. *Ramp / Rails*
4. *Braille Software/facilities*
5. *Rest Rooms*
6. *Scribes for examination*
7. *Special skill development for differently abled students*
8. *Any other similar facility (Specify)*

Answer: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

link to photos and videos of facilities for Divyangjan | View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Answer: 5

> 7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years
>
> Answer:
>
> | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
> |---------|---------|---------|---------|---------|
> | 3 | 0 | 0 | 2 | 0 |

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Answer: 11

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	2	2	2

File Description	Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human	View Document

values and professional ethics

7.1.13 Display of core values in the institution and on its website

Answer: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Answer: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Answer: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Answer: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Answer: 57

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
9	12	13	13	10

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Answer:

1 **Independence Day celebration:-** Independence Day, in India, is a national holiday celebrated annually on August 15. Both NSS & NCC organize various activities on this day. The Principal of the College hoists the Flag, College level quiz competition is regularly organized after the flag hoisting.

2 **Birth & Death Anniversaries**:- In connection with Gandhi Jayanthi on 2nd October, the NSS units engage in cleaning the campus in connection with Swachh Bharath Abhiyaan. Birth and death anniversaries of the great visionary Sree Narayana Guru are organized in the College in a befitting manner. Various programmes are conducted to commemorate the teachings of Sree Narayana Guru. Similarly, we also celebrate the birth anniversary of R.Sankar, the former Chief Minister of Kerala and the founder Secretary of SN trust. On Sankar's birth anniversary we conduct the programme to create awareness among the students about this great personality who is commemorated in the name of the College.

3 **Republic day**:- Republic day is celebrated every year. Principal of the College hoists the national flag and receives the Guard of Honour of NCC.

4 **Teachers Day**:- Teachers' Day is celebrated to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan by honouring teachers. On this day NSS students organize the programme *Honour Teachers.*

5 **Onam Celebration**:- Onam is celebrated with all its vigour at our College campus. We have Pookkalam, Nirapara, Nila Vilakku and cluster bunch of bananas. Maveli Mannan is given a grand welcome with Onappattukal, Chenda Melam, Kasera Kali and Pulikali. We also have the inter-department Pookkalam competition, Ghoshayatra, Thiruvathirakali, musical chair game, Purasha Kesari, Malayalee Manka, Tug of war and the delicious Onamsadya.

6 **Christmas Celebration**:- Christmas is the season of joy, gift-giving, and families getting united. The Christmas celebrations take place in the College campus in the last week of December. The celebrations include a rhythmic dance performance by the College students and an add-on surprise package by Santa Claus.

7 **Eid Celebration**:- Our College celebrates Ramzan every year. Some students in the College fast during Ramzan. In the evening, students serve Ifthaar with dates, cool drinks and porridge as a sign breaking the fast. The Muslim students attend Namaz.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Answer:

The institution maintains transparency in financial, academic and administrative functions. Financial auditing plays an important role in the sanctioning and utilization of funds in the institution. The institution follows a **three- tier auditing system** which includes internal and external audit and audit conducted by government authorities. **Audit wing of the Collegiate Education Department** conducts audit on a regular basis to ensure proper and effective utilization of funds that are also subjected to audit by the **Accountant General.** The office Accountant and the other office staff concerned conduct the internal audit and prepare financial reports accurately. Separate accounts and reports are maintained for NSS and funded programmes like WWS, SSP etc which are regularly audited by the **Chartered Accountant**. These accounts and reports are thoroughly audited on a regular basis.

At the commencement of every academic year, the College publishes an **academic calendar** based on the university academic calendar. University examinations are conducted in the College with utmost transparency. For this purpose **CCTV** cameras have been installed at prominent places. Matters pertaining to internal assessment and other related aspects are briefed to the first year Degree students and their parents at the very beginning of the first semester itself. Each department conducts **class PTA** every semester which creates a platform for interaction between faculty members and parents. In these meetings details regarding **internal marks**, **attendance report** and other academic related information are shared with parents. Attendance report and internal

marks are also published in the notice board. To ensure transparency, the signatures of the students are also obtained. Class- wise **WhatsApp groups** have also been formed with teachers and parents as members. At the end of each semester **feedback** from the students are also collected.

Administrative activities are conducted by maintaining a good level of transparency. Each year admission procedures are carried out with utmost transparency. **Staff Council** makes decisions pertaining to administrative practices which are then shared with teachers for constructive feedback and suggestions. The institution follows the guidelines of the **Right to Information Act** and has also an RTI officer. PTA accounts are subjected to an **internal audit** by the selected staff representatives and then submitted to a **Chartered Accountant for auditing**. **Stock verification** reports are efficiently generated every year. Teachers from other departments are engaged for auditing which proves helpful for transparency. Library auditing is conducted every year. After the audit, the books which are found damaged are immediately replaced. **Lab auditing** is also done every year. The damaged equipments are replaced after the auditing. We have a student co-operative store which is successfully run by the teachers. The accounts of the co-operative store is regularly **audited by the Co-operative department**. The College has a strong Alumni Association and they have contributed financially to the College. The alumni accounts are prepared and maintained efficiently. The institution makes sure of the involvement of student union members while organizing different activities and also encourages active functioning of various clubs.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Answer:

Institutional Best Practices

Our institution has five best practices which have been envisaged to cater to the overall development of the students along with inculcating positive values. They are -

1. Sujeevanam - Fostering a way of life without alcohol and drugs in campus. This programme intends to provide a novel way of life for the students of this institution by saying NO to alcohol and drugs. Various awareness programmes under Anti-Narcotic Club, NSS, NCC and Departments are conducted to make the students committed to their NO to alcohol and drugs. The college has been maintained as an alcohol and drug free campus.

2.Suharitham – Keeping the Campus Green and Clean. Located against a panoramic landscape, the college has been maintaining the cleanliness and greenness that we think are integral to the shaping of the attitude and behavioral pattern of the campus. It is quite refreshing and invigorating to be in the lap of nature. The students and staff have put in lot of efforts over the years to convert a barren land to such an exotic locale with more than 2000 trees and saplings.

3.Supatham – Paving a new way of life through Mentoring. One of the highlights of the campus is its commitment to the students through paving a new way of life for them by a one to one interaction called mentoring. It not only takes care of their studies, but behavioural pattern, attitude, setting new goals, shaping a vision along with course/career options. Every Department undertakes various projects with a focus on Supatham and every tutor is made aware of this responsibility that they need to undertake to achieve this objective.

4.Sudarsanam - Inculcating a vision rooted in human values and knowledge. The college takes great effort to instill in every student a way of life by using infographics,

pictures, quotes and images from the eminent personalities of the past and the present, along with the Morning Prayer. The college envisages multiple programmes to materialize this intention.

5.Subala - Empowering Girl Students. the college is committed to the empowerment of girl students that would make them stand tall in the community with greater self-respect and independence. Number of programmes are designed to meet this goal.

All the practices have been successfully implemented in our institution and a description of two best practices are presented here-

Best Practice (1)

1. **Title of the Practice**

SUJEEVANAM(Alcohol and Drug Free Campus)

2. **Objectives of the practice:**

To **rescue the students** from the clutches of deadly drugs and alcohol.

To induce into the mind of students the worth of life.

To mould a society that upholds ethical norms and moral values.

To urge a desire to live in peace with society and nature.

To check the drain of health and wealth.

To channelize the intellectual and physical resource for nation building

3. **The Context**

The recent studies prove that school and College campuses are targeted by the anti-social elements to sell drugs and alcohol. Students are coaxed by such criminals to be agents, carriers and suppliers of drugs. The geographical vicinity of the College campus enhances the possibility of drug abuse.

4. **The Practice**

Seminars and awareness programmes on Drug abuse are conducted annually under the coordination of Anti -narcotic Club, NSS and NCC. A one week programme on the need to keep away from drugs was organized in collaboration with **Excise Dept. Govt. of Kerala** and anti-narcotic club. As part of this an awareness rally was arranged in the campus as well as in the neighbourhood. Staff and students also participated in the signature campaign that was done to keep the students away from drugs. Along with this a street play, photo exhibition, poster making competition, and flash mob was conducted in the College. Students were also made to take a pledge against the use of drugs and alcohol. A socio-economic survey was made in the neighbourhood to find out and curb the use of drug and alcohol. The anti-narcotic club of the college pays vigilant attention to check the use of drugs and alcohol in the campus. There is a snoop team, a group of secret and silent students unaware of the other team members, in the campus under the guidance of a teacher. These students report details of all unethical behaviour that take place in the campus and the teacher in charge of this team handles the matter in the most suitable way.

5. **Evidence of Success**

This institution is found to be free of drugs and alcohol. No such matters were reported in the last five years. Illegal production and consumption of alcohol in the neighbourhood community has reduced since the establishment of the College.

6. **Problems Encountered And Resources Required**

It is difficult to identify the illegal makers, carriers, distributors and agents involved in the circulation of drugs.

It is hard to trace the clandestine network that is prevalent in and around campus

Best Practice (2)

1. **Title of the Practice**

SUHARITHAM(Green & Clean Campus)

1. **Objective of the practice**

To convert the dry barren land into a green campus.

To make the campus environment friendly.

To enable the students to understand and feel the rhythm of nature.

To motivate students to preserve nature and its resources.

To induce knowledge about the diversity of nature.

To promote sustainable development.

1. **The Context**

In 2004 the College was shifted to the present location at Kunnyoramala. This place was then a barren hilltop in the municipality of Koyilandy. During summer the heat was unbearable due to the absence of shady trees and plants. The students were unable to move out of the building due to the scorching heat. The place also had shortage of water. In the light of all these harsh realities, this barren land was converted into a lush green campus.

1. **The Practice**

The College authorities along with the staff and students took several initiatives to make our campus a green one. As the College is situated on a hill top the land area is rocky and difficult to plant and nurture saplings. Yet consistent efforts were made to grow trees and plants and it became a success in the long run. As part of World Environment Day and on other occasions saplings were planted in various parts of the campus. To make our attempts successful the planting was done in a very scientific and systematic manner. Pits were taken in advance and the necessary manure was added to the soil. At the onset of monsoon saplings were carefully selected from the Department of Social Forestry, Government of Kerala and planted with the help of all the students under the leadership of NSS volunteers, Nature Club, NCC and Bhumitrasena Club. Students were organized into batches to ensure the maintenance of these plants by providing sufficient

water and manure. Pipe facility was provided to supply water to the different areas of the campus. In accordance with this practice various trees like acacia, teak, sandal, cashew, coconut palms, mangoes and shady trees were planted.

Another significant role in this practice is played by **Earthlings**, a group of voluntarily motivated students and teachers who take care to preserve nature and its diversity to ensure sustainable development. Green audit is done by this group and they are the janitors of green protocol in the College.

1. **Evidence of Success**

The barren land around the College building has been turned into a green campus. Now there are around 2000 trees in the campus along with a Mango Park and an Organic Garden with rain guard. College adopts environment friendly measures to manage solid, liquid and E waste.

Cool and tranquil atmosphere surrounds the College. The campus is now live with various life forms and their habitats. As a result the College now has a green and serene atmosphere. This provides a better teaching learning experience even during the summer season.

1. **Problems Encountered And Resources Required**

Water scarcity was a major challenge due to which the students had to take special care of the plants and saplings during the summer days. They had to carry water to different corners of the campus to ensure proper growth of plants. Rainwater harvesting is presently done to overcome this issue. As the land is dry and rocky it is difficult to dig pits manually.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Answer:

Strengthening Girl Students

From its inception in 1995, the College has witnessed that the majority of the enrolled are girls; so the College has focused on the holistic development of girls as envisaged in its vision. **Subala**, which refers to a strong woman, tries to encapsulate our institution's attempts to strengthen and empower our girl studemts. At present the college has 759 students comprising 244 boys and **535** girls: most belong to socially and economically deprived circumstances. To bridge the differences between the financially strong and weak sections of students, uniform was introduced in 2015, which also ensured the safety of girls.

Most of the students who belong to low social strata are also first generation learners. They come from uneducated working class background where parents are ignorant about the course structure or employment opportunities of their wards. Destitute students are exempted from paying General PTA fund and the deserving are provided uniforms sponsored by staff members. Some students are physically weak due to inadequate and healthy food; most of them are also unaware of personal hygiene. Soon after their admission to the College, an **induction programme** is conducted for the new students:

lady teachers interact with girls and teach them the need for proper diet and personal cleanliness. Most girls suffer from anaemia and low blood pressure and often teachers take them to doctors when such students experience health problems at college.

Mentoring is **meticulously done** to ensure that the mentees interact freely as well as frankly, and experience a parent figure in each teacher. The mentors have personal conversation with each mentee which provides them detailed information about each student's family background, including the parents' educational qualifications, occupation, financial condition, family bonds, and so on. The students are also encouraged to share their aspirations about their future and are guided for higher educational qualifications. The mentors identify those with emotional issues and refer them for **counselling**. Counselling is done by trained teacher-counsellors who ensure that each counselee has sound mental health for academics and other activities. Students with a calm mind and a healthy body can excel in academics, so steps are taken to provide food for the very needy students from the canteen and girls are **given iron supplements**. Students take turns to bring extra lunch for their impoverished classmates; this is encouraged to instill qualities of **caring** and **sharing**.

Pearl, the **Women's Development Cell**, is very active and conducts regular activities to promote empowerment of girls. Many activities are planned for the upliftment of girls, like organizing **residential camp for girls** where they interact with doctors, personality trainers, entrepreneurs, police officers, fitness trainers and other inspiring women. *Panache,* a **3 day residential camp** for girls is a very fulfilling and enjoyable experience for them and almost every year such camps are organized. These camps help girls to identify their latent talents and skills and seek outlets to express their potential. Moreover, the students get **expert advice**, apart from awareness of venues where their skills can be showcased. Such exposure to **women achievers** also motivates girls to excel in their studies.

Other than activities planned for the **International Women's Day**, **legal awareness classes**, **self defence training programmes**, talks and debates on **women**-**centric** issues, quiz competitions, poster making competitions, **life skills** courses, scholarships

including **TAPS** (Teachers' Aid To Poor Students), counselling facilities are some of the boons enjoyed by girls.

The College boasts of a very dynamic team of teachers and the best infrastructure facilities including a well equipped library with inflibnet service, laboratories, canteen providing food at subsidized rates, cooperative store, playground, fitness centre with modern equipment, badminton court, **girls' room**, clean toilets, **pad vending machine**, **incinerators** and an open air auditorium. The teaching staff and the management ensure that each student is equipped with scholastic competency, solid value system, strong leadership qualities and social commitment. All these are aimed to assure high academic performance and employability for the students along with creating **future**-**ready citizens** who can face the challenges of life and work- place with confidence and transform into socially dedicated individuals.

Quality education is assured to guarantee admission to top colleges and universities and suitable employment opportunities. Many students have won **academic honours** for the college. Neethu of BBA procured the 2nd rank in the University in 2011 while Priyanka of BBA secured the 5th rank in the University examination in 2016; later she also got placement in HCL through campus recruitment. Many of our students have entered prestigious institutions and universities for higher education, including Central Universities in Kerala and other states. Quite a few of our students have cleared the UGC NET examination and some have got JRF.

Simultaneously optimum exposure to social issues and personality development through the activities of NSS and NCC has enabled students to win laurels for their institution. There are 2 NSS units in the college; both the units have **more girls than boys**, about **65%** and **35%** respectively. Through the activities of NSS, many innovative schemes like the development of mango orchard, cultivation of marigold flowers, initiation of "Adhityam" (providing food to the destitute people in Koyilandy town on Friday afternoons), organic vegetable farming, a comprehensive socio-economic survey of Kunnyormala inhabitants and participation in palliative care activities were introduced and two sisters studying in the college were helped through the *Snehaveedu* (construction of a house) scheme.

Along with offering the best intellectual environment to the students, the College takes extra efforts to ensure that girls are encouraged to participate in co curricular activities and join various clubs like the Music club, the Bhumimitra club, the Birds club, Nature club, Entrepreneur Development Club and so on. Through active participation in such clubs, the comprehensive development of each student is expected. **Alaka Jayapal** of BA English was the 2nd runner up of **Patturumaal**, a Mappila (Muslim folk song) based television reality show in Kairali channel in 2016.

The College is proud of the fact that focus on girls has borne fruit and more accomplishments are on the way.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Extended Profile

Program

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

Answer: 329

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	7	7

Students

Number of students year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15

759	729	696	642	610

File Description	Document
Institutional Data in Prescribed Format	View Document

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
145	146	155	137	128

File Description	Document
Institutional data in prescribed format	View Document

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
258	225	212	208	189

File Description	Document
Institutional Data in Prescribed Format	View Document

Teachers

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
23	23	23	24	25

File Description	Document

Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
26	26	26	26	27

File Description	Document
Institutional data in prescribed format	View Document

Institution

Total number of classrooms and seminar halls

Answer: 20

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
75.01435	18.95096	62.15995	27.07438	62.80979

Number of computers

Answer: 62

Conclusion

Additional Information :

R. Sankar Memorial SNDP Yogam College, Koyilandy stands as one among the best Colleges under University of Calicut based on academic performance. The academic and non-academic performance of the College is excellent and the College acts as a major centre of intellectual activity and notable centre of community oriented programmes. The establishment of the college paved foundation for many local students to get admission to the College through merit, management,community,sports and reservation quota and many of them were first generation learners. The people from rural and interior areas of Koyilandy, Vatakara, Perambra, Balussery, and Kuttyadi assembly constituencies benefit from the College. The fact that there is no other aided college in the 20-kilometre vicinity, makes the college a chosen one for many of the students belonging to underprivileged/economically backward community. The College also participates in the Zonal and University level cultural activities and various

other competitions. This active involvement in the cultural field has contributed to the enrichment of the cultural atmosphere of the area. The College also functions as a centre of University examination for the students who are registered in the School of Distance Education, Calicut University. Apart from this the College acts as a centre for Kerala Public Service Commission Examinations providing an opportunity for the youth in the neighbourhood. The different community projects promoted by the NSS and NCC units of the College are also very useful for the local community.   The College playground and courts provide great opportunity for the local children fulfilling their needs related to sports and games. Many children of the locality use the infra-structure facilities of sports and games available in the campus. The best practices of the College focus on the individual development of each student in his/her overall academic, social, psychological and cultural growth. This College has played a crucial role in redesigning the lives of many with winds of change.

Concluding Remarks:

The college is established under the management of SNDP Yogam, one of the leading socio-religious reform organizations of Kerala. From the date of its foundation the College has given much emphasis to the effective delivery of the curriculum through different methods. The College gives attention to all circulars and orders issued by University, Higher Education Department and Government of Kerala.

The College promotes a culture of ecofriendly life and practically implements a plastic free zone in the campus. The staff and students of this College studied the problems of the neighbouring community and took measures to help the poor and needy. The 'Adithyam' and the 'Snehaveedu' projects are the best examples of these type of activities.

 One of the major challenges of the College is in the field of research. There is only one post graduate department in the College. But in the field of student support and progression the College has done very well. Many of our alumni are well placed and many graduates have joined for higher studies in reputed Universities and Colleges. Without Government aid and Faculty Improvement Programme (FIP) many of the faculty members completed their research. The College also gives attention to gender issues and has formed an organization, PEARL for women empowerment. In the field of extension activities the NCC and NSS units put in their maximum.

The College management and PTA took the cause of establishing and maintaining the infra-structure facilities with all its limitations. Without any financial assistance from Central Government or UGC Sufficient Common Class Rooms, Laboratories, Library, Computers and other Equipment, Furniture, Sports facilities, Gymnasium, Yoga and Meditation Centre, Canteen, ICT enabled Smart Class Rooms, Common Room for Girls, and an ICT enabled Seminar Hall set up in the College. With all its infrastructure and financial shortcomings, the College attained better result in University examinations and bagged best results in University arts festival, sports and games activities and still remaining a big force behind the of intellectual and cultural movement.

EXCLUDED METRICES

List of Excluded Metrices

2 Teaching-learning and Evaluation : Weightage (350)

2.4 Teacher Profile and Quality : Weightage (80)

Ref No	Details of Metric	weightage	Metric Performance
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	15	0

3 Research, Innovations and Extension : Weightage (120)

3.1 Resource Mobilization for Research : Weightage (10)

Ref No	Details of Metric	weightage	Metric Performance
3.1.1	Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs) (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	3	0
3.1.3	Number of research projects per teacher funded, by government and non-government agencies, during the last five year (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	4	0

3.3 Research Publications and Awards : Weightage (20)

Ref No	Details of Metric	weightage	Metric Performance
3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/awards (Metric Type : **Direct** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Y/N**)	1	No

4 Infrastructure and Learning Resources : Weightage (100)

4.3 IT Infrastructure : Weightage (30)

Ref No	Details of Metric	weightage	Metric Performance

| 4.3.4 | Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) (Metric Type : **Direct** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Y/N**) | 1 | No |

5 Student Support and Progression : Weightage (142)

5.2 Student Progression : Weightage (45)

Ref No	Details of Metric	weightage	Metric Performance
5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations) (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	5	18.19

5.3 Student Participation and Activities : Weightage (25)

Ref No	Details of Metric	weightage	Metric Performance
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	15	0

6 Governance, Leadership and Management : Weightage (100)

6.3 Faculty Empowerment Strategies : Weightage (30)

Ref No	Details of Metric	weightage	Metric Performance
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 (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	6	0

ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.2	Number of certificate/diploma program introduced during the last five years 1.1.2.1. **Number of certificate/diploma programs introduced year-wise during the last five years** Answer before DVV Verification: Answer After DVV Verification :

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	8	5	2	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

4	3	4	1	1

1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
10	9	8	6	5 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
0	0	4	2	4	 Remark : HEI input edited according to provided documents. Participation in one or more bodies of different Institutions by one full-time teacher to be counted only once.
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 20 Answer after DVV Verification: 7

1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 149 Answer after DVV Verification: 18 Remark : HEI input edited according to provided documents.
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 26 Answer after DVV Verification: 23 Remark : HEI input edited according to provided information.
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 24 Answer after DVV Verification: 23 Remark : HEI input edited according to provided documents.
2.4.2	Average percentage of full time teachers with Ph.D. during the last five years 2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	9	7	7	7

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	9	7	7	7

2.4.4

Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
18	12	8	6	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2

Percentage of teachers recognised as research guides at present

3.1.2.1. Number of teachers recognised as research guides
Answer before DVV Verification : 4
Answer after DVV Verification: 4

3.3.3

Number of Ph.D.s awarded per teacher during the last five years

		3.3.3.1. How many Ph.Ds awarded within last five years Answer before DVV Verification : 4 Answer after DVV Verification: 3 3.3.3.2. Number of teachers recognized as guides during the last five years Answer before DVV Verification : 4
	3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>9</td><td>7</td><td>10</td><td>4</td><td>6</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>4</td><td>3</td><td>4</td><td>1</td><td>1</td></tr></table>
	3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	0	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	1

Remark : HEI input edited according to provided documents.

| 3.5.2 | Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

   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 (only functional MoUs with ongoing activities to be considered)
Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
\|---------\|---------\|---------\|---------\|---------\|
| 7 | 0 | 1 | 0 | 0 |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
\|---------\|---------\|---------\|---------\|---------\|
7	0	1	0	0	

	4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 15 Answer after DVV Verification: 12 Remark : HEI input edited according to provided documents. According to provided documents , seems that 2 lab photos provide by HEI.
	4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. 4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: Answer After DVV Verification :
	4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
60	1.5	50	15	50

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
59.55	1.5	50.23	14.99	51.68

Remark : HEI input edited according to provided documents.

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2.16	.4	3.49	2.16	1.68

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.8	.4	3.49	2.16	1.63

Remark : HEI input edited according to provided documents.

5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
110	98	68	34	43

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
44	23	0	0	0

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: | 2018-19	2017-18	2016-17	2015-16	2014-15 | |---|---|---|---|---| | 42 | 39 | 29 | 19 | 5 | Answer After DVV Verification : | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | |---|---|---|---|---| | 13 | 39 | 29 | 19 | 5 | Remark : HEI input edited according to provided documents. DVV asked appointment order of placed students during year 2018-19 , but HEI not provide complete appointment order placed students Hence only AY 2018-19 year of data to be edited.
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. 5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years Answer before DVV Verification: | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | |---|---|---|---|---| | 2 | 1 | 3 | 3 | 2 |

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year 5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
18	14	11	8	8 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
6	5	5	4	2	
---	---

5.4.3	Number of Alumni Association / Chapters meetings held during the last five years 5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years Answer before DVV Verification: | 2018-19	2017-18	2016-17	2015-16	2014-15	

| 11 | 6 | 5 | 8 | 6 |

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

Remark : HEI input edited according to provided documents.

6.2.3	Implementation of e-governance in areas of operation 1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination Answer before DVV Verification : A. All 5 of the above Answer After DVV Verification: B. Any 4 of the above Remark : HEI input edited according to provided documents.

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 6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

3	5	1	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	1

6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years 6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>10</td><td>6</td><td>7</td><td>1</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>6</td><td>3</td><td>7</td><td>0</td><td>1</td></tr></table> Remark : HEI input edited according to provided documents.
6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21.11	15.17	12.31	9.73	8.47

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited to zero because DVV required documents not provide by HEI.

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
13	2	9	14	7

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
11	3	2	2	2

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years

7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	5	7	6	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	2	0

Remark : HEI input edited according to provided documents. DVV not consider NSS/NCC activity. DVV consider only proper program report along with photos.

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	6	3	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	2	2	2

Remark : HEI input edited according to provided documents. DVV not consider NSS/NCC activity here.

| 7.1.17 | Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years |

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	15	15	15	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
9	12	13	13	10

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 1002 Answer after DVV Verification : 329
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification:
2.3	Number of outgoing / final year students year-wise during the last five years Answer before DVV Verification:

Answer before DVV Verification (2.2):

2018-19	2017-18	2016-17	2015-16	2014-15
150	159	159	141	135

Answer After DVV Verification (2.2):

2018-19	2017-18	2016-17	2015-16	2014-15
145	146	155	137	128

Answer before DVV Verification (2.3):

2018-19	2017-18	2016-17	2015-16	2014-15
247	214	204	199	181

Answer After DVV Verification (2.3):

2018-19	2017-18	2016-17	2015-16	2014-15

258	225	212	208	189

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
33	33	33	31	31

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
23	23	23	24	25

4.1	Total number of classrooms and seminar halls Answer before DVV Verification : 22 Answer after DVV Verification : 20