



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SAHRDAYA COLLEGE OF ADVANCED STUDIES

P.B.NO.18, PULIPARAKUNNU

680684

www.sahrdayacas.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sahrdaya College of Advanced Studies, Kodakara, is affiliated to University of Calicut and is a prestigious undertaking of Irinjalakuda Diocesan Educational Trust (IDET), managed by Syro-Malabar Catholic Diocese of Irinjalakuda. The institution established in the year 2012 is ISO certified. The institution envisages endowing to the Nation, a zealous group of dedicated and industrious citizens.

The institution is situated on a serene, lush green locale of 7.35 acres, 500 metres away from Kodakara – Krishnankotta State Highway, 4 kms from NH-47 and Kodakara town, 3.7 kms from Irinjalakuda Railway Station and 25 kms from Cochin International airport. The structure and design of the campus exemplify the splendour of architectural excellence and ensures a congenial atmosphere for academic pursuit.

The institution offers 15 UG and 5 PG Programmes. The college also offers add-on programmes, value added professional programmes along with the aforementioned academic programmes. The institution has an excellent track record in university examination results and has produced several university toppers. Focus on the integral development of our students by nurturing their talent in arts and sports along with academics is our uniqueness.

NSS and NCC units are functioning with full enthusiasm. Well-equipped Audio-Visual room, computer labs, science labs, ICT enabled learning environment and Academic Management System enhance quality of teaching-learning process. Innovative programmes channelizing the intellectual and creative energies of students, with effective guidance by facilitators and collaborators are in the offing. The Internal Quality Assurance Cell spearheads the quality initiatives.

Vision

To impart knowledge to excel in one's personal and professional life thereby become self-sufficient in the spiritual, intellectual and social levels to be contented and refined human being.

Mission

To mould a new generation that upholds integrity, maturity and righteousness in every thought, deed and shape up their God-given talents for the good of humanity through friendship, education and commitment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Introduced industry oriented Add on programmes along with regular University programmes.

- Well qualified faculty pool.
- Discipline centered institution.
- National and international collaborations and exposure.
- Placement oriented training.
- Promoting rural students' community.
- State of the art infrastructure.
- Well equipped laboratories.
- Membership in institution's innovation council (IIC).
- Transportation facility for students and staff.

Institutional Weakness

- Lack of funded projects.
- Minimum number of research publications in referred journals.
- Lack of students' involvement in research.
- Being self-financing institution, lack of aid deters many developmental activities.
- Non availability of governmental grants and aid deters quality students from applying.

Institutional Opportunity

- Bridging the gap between industry and academia.
- Alumni support for placements, consultancy and collaborative work.
- Preparing students to appear for competitive exams.
- Signing of MoUs with industry for placement support
- Tie up with foreign universities and indian universities.
- Value added programmes as per industry requirements.

Institutional Challenge

- Faculty turnover due to lack of recognition of self-financing teaching experience
- Allotment of new aided programmes in nearby institutions
- Admission in PG Departments.
- Developing industry ready students as per the industry requirements
- Competition among peers.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution follows the curriculum prescribed by University of Calicut. The institution offers 15 UG & 5 PG Programmes. Choice Based Credit Semester system is followed for all Programmes. Electives are offered as prescribed in the syllabus. In the 5th semester, UG students on their own, choose the Open Course.

Documented curriculum delivery process is implemented in the institution. Academic calendar, master time table and activity year plans are prepared for the smooth facilitation of teaching and learning. College Council, IQAC and Departments jointly take the initiative of ensuring an effective academic environment.

The various components of CIE are strictly executed, without sacrificing transparency. Regular monitoring of documentation is conducted by the IQAC. Teachers regularly participate in valuation camps of the affiliating university. Many teachers have been appointed as question paper setters and examiners of various examinations of institutions affiliated to the university as well as other HEIs.

Field work, internship, project work, seminar presentation, lab experiment and other adequate learning methodologies equip the students to fulfil the academic requirements. The institution offers Add on/Certificate programmes to all students, to make them professionally competent.

Modules on Gender, Human Values, Environment, Professional Ethics and Sustainability integrated into the syllabus of the affiliating university delivered to students by teachers, are supplemented with sessions by external experts and activities. Value Education classes based on the syllabus prescribed by Chair for Christian Studies and Research, University of Calicut are also imparted to all UG students and university examination conducted, wherein students have secured university ranks.

Feedback collection of the institution is efficient and time bound. Feedback on syllabus and its transactions is obtained from students, teachers, employers and alumni and analysed to make curriculum delivery even more efficient.

Teaching-learning and Evaluation

The institution takes pride in a systematic teaching-learning process with quality facilities to enhance learning outcomes. The average enrolment percentage is 83.36 with students from various socio-economic background and special categories. The admission procedure strictly adheres to Govt/University norms. The average pass percentage of the institution is 71.5.

Student centric methods like bridge course, peer learning and remedial classes are implemented to enhance learning experiences and increase learning levels. Case study presentations, Student Teacher initiative, Speak Anglia, Alumni Talks, Hyde Park and similar programmes, make learning interesting and inspirational.

ICT facilities and learning resources of the institution play a major role in ensuring the effectiveness of teaching-learning process. AV room, Wi-fi, Linways Academic Management & Learning Management System, Interactive Touch Panels, INFLIBNET N-LIST and DELNET aid the process. The institution is an approved SWAYAM NPTEL Local Chapter, Learning Partner of TCS and has COURSERA PLUS account for conducting MOOC and has a functional Microsoft EDUCLOUD campus agreement.

Mentor-mentee system is implemented in the institution under the title Gurukula. The mentor-mentee ratio is 24:1. There are Ph.D holders among full time teachers and some are research guides in other institutions.

Internal assessment is conducted in a transparent manner, with assessment outcomes made available to students and parents through Academic Management & Learning Management System, Student Progress Tracker and PTA meetings. Grievances related to assessments as well as internal and external examinations are addressed through a well-defined mechanism.

The programmes offered by the institution follow the regulations of University of Calicut. Programme Outcomes (POs) and Course Outcomes (COs) defined by the university for most programmes, are communicated to the students during bridge course as well as at the commencement of each semester. POs and COs are uploaded on the website and also on the Academic Management & Learning Management System. The attainment of POs and COs are measured through appropriate mechanisms.

Research, Innovations and Extension

The institutional practices aiming at augmentation of research and allied activities are in an infant stage.

Members of faculty who are doctoral degree holders and those who are presently pursuing doctoral degrees are paving the way to initiate and subsequently expand research oriented activities. Research publications in journals, chapters in books and papers published in conference proceedings by the faculty members, add to the research output of the institution.

The innovation ecosystem of the institution is primarily the Institution's Innovation Council (IIC) which has been recognised in the band BEGINNER category in ARIIA 2021. Innovation Contest, Impact Lecture Series and seminars/talks on IPR and entrepreneurship development have been organised by the institution to promote innovative thinking and practice among faculty and students.

The institution has 76 functional MoUs with reputed organisations. Knowledge transaction at various levels which includes offering of Add on courses to students of the institution, faculty exchange programmes and student exchange programmes with other HEIs and internships for students of the institution are conducted through these MoUs. Telecounselling initiated during the pandemic was an MoU based activity.

Extension activities and outreach programmes have been conducted by the institution to sensitize students regarding social values, ethics, cleanliness, environmental awareness, energy conservation and knowledge generation. Along with those conducted by Departments, the institution's NSS, NCC, Nature Club, Covid Cell, Human Excellence Department and Department of Value Education have organised several extension activities of merit.

Infrastructure and Learning Resources

Infrastructure facilities of the institution for teaching-learning process meet the standards prescribed by regulatory bodies. ICT enabled spacious classrooms, laboratories, library, audio-visual room and seminar halls are the academic facilities. Interactive touch panels, LCD Projectors and secure Network system make the academic facilities efficient.

Facilities for cultural and sports activities include central auditorium, indoor stadium, multipurpose ground, yoga room and fitness centre.

The institution has an Integrated Library Management System (ILMS) used for statistical analysis required for library management system such as accession of register reports, monthly transactions, book reports, dues and user records. Learning resources like INFLIBNET N-LIST and DELNET make access easier to students.

The institutional expenditure for augmentation and maintenance of physical and academic facilities is well documented.

The institution has a leased line internet connection with a speed rate of 50 Mbps. Campus Wi-Fi facility is available for students and staff. There are 240 computers for academic purposes. Student-Computer ratio of the institution is 10:1.

Standard Operating Procedure for maintaining and utilizing physical, academic and support facilities is a document that delineates the systems and procedures for the same.

Student Support and Progression

The institution places special emphasis on student support. Students are given awareness regarding Government as well as non-government schemes of scholarship and freeship. Freeship is provided to all eligible students by the institution.

Students have benefitted from the capacity building and skill enhancement initiatives taken by the institution. Soft skills, yoga, competitive examination training, communication skills, career counselling, computing skills and placement training are offered to students to encourage and equip them to attain skill development goals.

Progression to higher education is a measure of attainment of learner outcomes. Students appear and qualify examinations of various levels in their journey towards qualification acquisition and career enhancement.

The institution has excellent record of outstanding performance in arts, sports and cultural activities. Students have made their mark in university, inter zone and national levels of competitions. The institution regularly organizes fests - Management, Language and Literature and Science - wherein students of other institutions also participate.

Student representation is ensured in activities of the college. Arts fest-El Dorado, sports competitions, fests, morning assembly, department activities and extension activities have students as participants and also members of organizing committee. Students' Council of the institution is a body that represents the student fraternity, which coordinates students' participation in activities and competitions. The trimonthly newsletter Laureola, has one or more student member/s in the editorial board.

Grievance redressal mechanism of the institution - Anti-ragging cell, Internal Complaints Committee, Internal Assessment Complaint Cell, Divyangjan Grievance Cell and Caste and Creed Cell - is transparent. Stakeholders can address their grievances, if any, through the approved grievance redressal mechanisms – grievance mailer on the institution's website, grievance module on Linways Academic and Learning Management system or directly to the Head of the Institution and or faculty members.

The institution's registered alumni association SPARKLETS SAHRDAYA ALUMNI ASSOCIATION, exhibits great social commitment and engages in acts of benevolence for the welfare of the alumni, student community and the institution. The association makes significant contributions to augment infrastructure of the

institution.

Governance, Leadership and Management

The institution is managed by Irinjalakuda Diocesan Educational Trust (IDET) and the functioning is governed by the vision and mission statements and policies. Advisory Body, Academic Council, Head of the Institution, College Council, IQAC, members of faculty and PTA jointly partake in decision making at various levels.

Participative management in institutional practices is in place from the stage of planning till its execution. El Dorado, the institution's arts fest is annually conducted with student participation under the leadership of Students' Council members and Fine Arts Advisor.

With its strategic plan of widening access to higher education, the institution has, through the years enhanced the number of academic Programmes offered. Dual add on programmes, to augment subject knowledge and skill sets, are being offered to all students.

The organogram of the institution represents the hierarchical organisational structure which systematises processes and procedures applicable to stakeholders. Welfare measures for teaching and non-teaching staff reflect the commitment of the institution to assure quality in its transactions. Appreciation to staff, workplace safety, training programmes, financial aid and monetary benefits are few among the welfare measures.

Self-appraisal, peer evaluation, panel evaluation and students' evaluation of staff are regularly conducted to evaluate the functioning of the institutional system with special focus on the teaching-learning process, physical and academic facilities and administrative effectiveness.

Financial audits, both internal and external, are regularly conducted. Procedures to settle audit objections are transparent. The institution has strategies for fund mobilisation which are governed by Policy. Optimal utilisation of resources has empowered the institution.

Documentation of teaching-learning process through Course Files, Student Progress Tracker and Academic and Learning Management System is monitored by IQAC.

Institutional Values and Best Practices

The institution educates the students and teachers on gender equity and sensitizes them through the provisions given in the Gender Equity Policy. The institution considers women empowerment and gender equity as its primary responsibility. Emphasis is on the intrinsic and extrinsic values that hone excellence in the young learners with transferable knowledge of the citizen rights and duties towards the nation.

Code of Conduct, Physical and Cyber Security System, Anti-ragging Committee, Internal Complaints Committee and Discipline Committee assure a safe and secure environment on the campus. Ramp, lift, tactile sign boards, screen reading software and human support create a barrier free environment on the campus for Divyangjans.

Waste management system of the institution is robust. Green campus initiatives, rainwater harvesting system, use of alternative energy resources, ban on plastic, paperless office and regular involvement of students in

environmental protection activities establish the institution's concern for environmental sustainability.

The institution has addressed energy concerns through installation of solar panels and conduct of energy audit to gauge the impact of human activities on environment. The culture of inclusiveness is developed on the campus by involving all the students in social and academic activities organized by departments, clubs and cells, NSS and NCC.

Best Practices of the institution, contribute to the holistic development of students thereby improving efficiency by moulding them as better individuals and justify the institution's primary concern for community service.

The distinctiveness of the institution lies in its provisions for access to higher education to all aspirants. Add on programmes and capacity building initiatives offered to all students make them industry ready. Strategic planning since the establishment of the institution, has made it possible to achieve distinctiveness.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SAHRDAYA COLLEGE OF ADVANCED STUDIES
Address	P.B.No.18, Puliparakunnu
City	Kodakara
State	Kerala
Pin	680684
Website	www.sahridayacas.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mathew Paul Ukken	0480-2713713	9188955071	-	info@sahridayacas.ac.in
IQAC / CIQA coordinator	Sheena Sarah Winny	0480-2713773	9846860473	-	iqac@sahridayacas.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority certificate.pdf
If Yes, Specify minority status	
Religious	Syro Malabar Catholic
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	14-06-2012			
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?	Yes autonomydoc_1651305229.pdf
If yes, has the College applied for availing the autonomous status?	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	P.B.No.18, Puliparakunnu	Rural	7.35	17533.39

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Psychology	36	Plus Two	English	55	53
UG	BSc,Computer Science	36	Plus Two	English	55	50
UG	BCA,Computer Science	36	Plus Two	English	55	54
UG	BSc,Computer Science	36	Plus Two	English	24	4
UG	BCom,Commerce	36	Plus Two	English	210	191

UG	BCom,Com merce	36	Plus Two	English	70	52
UG	BCom,Com merce	36	Plus Two	English	70	42
UG	BCom,Com merce	36	Plus Two	English	70	29
UG	BCom,Com merce	36	Plus Two	English	70	50
UG	BBA,Manag ement Studies	36	Plus Two	English	70	58
UG	BA,English	36	Plus Two	English	70	40
UG	BSc,Mathem atics	36	Plus Two	English	54	7
UG	BSc,Physics	36	Plus Two	English	54	15
UG	BSc,Chemist ry	36	Plus Two	English	24	16
UG	BA,Malayala m	36	Plus Two	Malayalam	48	33
UG	BSc,Geology	36	Plus Two	English	55	11
PG	MSc,Psychol ogy	24	Degree	English	20	12
PG	MSc,Psychol ogy	24	Degree	English	20	16
PG	MSc,Comput er Science	24	Degree	English	13	1
PG	MCom,Com merce	24	Degree	English	30	20
PG	MA,English	24	Degree	English	30	17
PG	MSW,Social Work	24	Degree	English	15	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				10				86			
Recruited	0	0	0	0	9	1	0	10	12	74	0	86
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						38
Recruited	14		24		0	38
Yet to Recruit						0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	1	0	1	6	0	14
M.Phil.	0	0	0	2	0	0	0	5	0	7
PG	0	0	0	1	0	0	11	63	0	75
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1088	9	65	0	1162
	Female	964	7	60	0	1031
	Others	0	0	0	0	0
PG	Male	25	0	0	0	25
	Female	115	1	0	0	116
	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	11	6	4	4
	Female	12	15	1	1
	Others	0	0	0	0
ST	Male	2	2	0	0
	Female	7	6	0	0
	Others	0	0	0	0
OBC	Male	97	122	115	108
	Female	116	157	123	120
	Others	0	0	0	0
General	Male	311	298	271	311
	Female	359	262	281	253
	Others	0	0	0	0
Others	Male	0	0	1	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		915	868	796	797

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution envisions to impart knowledge to learners to excel in their personal and professional lives. Adhering to the prescribed syllabus of the university, the institution offers flexibility in curriculum delivery through Elective Courses and Open Courses. Value Education syllabus of the University Christian Chair is followed, apart from the Programme curriculum, to equip UG students to understand the socio-economic issues as well as imbibe necessary values to mould themselves into refined human beings.
2. Academic bank of credits (ABC):	The institution has entered into collaborations with national and international bodies through MoUs to offer value added programmes in finance, accounting, logistics, aviation, IT, English, sustainability and other sciences. Students gain contextual subject knowledge in their domain through these programmes. These are beneficial for students aspiring for entrepreneurship as well as competitive careers. In the teaching learning process, the faculty of the institution introduce innovative problems as academic assignments to learners.
3. Skill development:	The institution offers dual Add on programmes to all students. Training in soft skills, communicative skills, life skills and career counselling are also offered to students. Certified yoga training is imparted to almost all students. Expert talks including those delivered by alumni gives students an exposure to real life experiences and success stories. Institution's Innovation Council (IIC) promotes innovative ideas of faculty and students to nurture their entrepreneurship skills.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution offers Malayalam and Hindi as additional language courses to UG students who choose those, as an initiative to integrate bilingual familiarity and vernacular efficacy. Even though the medium of instruction is English for most Programmes offered, Programmes and Courses in the vernacular are given due importance. Modern Indian History course is chosen as Complementary Course to BA English programme as an effort on the part of the institution to preserve and promote Indian culture and tradition.
5. Focus on Outcome based education (OBE):	Attainment of Graduate Attributes by all learners is ensured by the institution by adhering to the

	<p>Programme Outcomes and Course Outcomes prescribed by the University. Assessments conducted during programme of study is a method of arriving at the learning outcomes. Career counselling and placement training are offered to students of all subject disciplines. Placement as well as progression to higher education of students are documented as proof of outcome of the education they have received.</p>
<p>6. Distance education/online education:</p>	<p>The teaching-learning process in the institution is aided by the ICT facilities like Audio Visual Room, Interactive Touch Panels, LCD projectors and Wi-Fi which are helpful in imparting online courses too. The institution with its status of SWAYAM NPTEL Local Chapter holds the potential to expand virtual mode of learning. The institution has COURSERA PLUS account for conducting MOOC. Microsoft Edu-Cloud campus agreement for using licensed products including Microsoft Teams, Sharepoint, Outlook and Office 365, add to the technological tools for teaching and learning.</p>

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
435	422	431	419	321
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2334	2432	2416	2073	1502
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
83	71	125	122	68

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
851	852	747	494	305

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
96	98	98	89	75

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
96	98	98	89	75

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 65

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
874.25	1158.43	1039.79	852.06	936.57

4.3

Number of Computers

Response: 179

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution prepares itself for each academic year, with sufficient orientation for staff and students on the university curriculum. A well planned process for curriculum delivery is planned and implemented successfully by the stakeholders concerned.

Academic calendar prepared jointly by departments, IQAC and College Council, is a comprehensive document of schedule of academic transactions. Bridge Course is conducted for all first year students, wherein they are given orientation on curriculum by Principal and the respective department Heads.

Master time table is prepared for each semester and given to departments to prepare department time table. Department secretaries upload class wise time table of the respective departments on the academic management & learning management system (AMS&LMS)-Linways.

Syllabus of each course is uploaded on the AMS&LMS. Programme outcomes (POs) and Course outcomes (COs) are uploaded on the institution's website as well as on AMS&LMS. Course teachers introduce the syllabus to the students.

Semester plan, students' attendance, marks awarded in internal examinations, marks of assignments and seminar presentations, result analyses and internal marks consolidation are entered in the teachers' Course File and on the AMS&LMS.

Well-equipped laboratories function on campus for the purpose of practical classes, stipulated in the syllabus. Digital library of the institution is a repository of discipline specific books, journals as well as e-resources. General reading/learning resources are also available.

Student centric methods with focus on extra learning, peer learning and participative learning are implemented to take place on a regular basis. Research methodology classes are imparted by teachers of the institution as well as by external experts to refine the research acumen of students to mainly help them in carrying out end semester Project work.

Teachers regularly attend orientation programmes in their subject discipline and also on teaching methodologies of general nature to impart updated knowledge to students. Orientation on preparing and attending examinations are given to students by department Heads.

ICT enabled classrooms are congenial for teaching, learning and competency enhancement of all concerned.

Internal examinations conducted as per the Academic Calendar of the institution, measure the students'

attainment of POs & COs. Remedial Classes are imparted to slow learners who are identified from the result of internal examinations.

Previous years' question papers of university examinations are made available to students as a preparatory step to gain familiarity with the difficulty levels of questions. The pattern of university examination question papers is followed in the preparation of internal examination question papers.

Results of examinations are analysed by the Academic Monitoring Committee and measures to enhance academic performance of slow learners and sustain & enhance that of advanced learners are recommended for implementation by departments.

PTA meetings are convened to brief parents about academic performance of their wards. Student Progress Tracker is a record of the marks secured by students in examinations.

Students can make use of grievance redressal mechanisms related to examinations, if they have any.

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

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

Response:

The institution's Academic Calendar is a concise document comprising the schedule of academic requirements to be fulfilled for the completion of CIE. The calendar is included in the College Manual which is given to staff and students and also uploaded on the institution's website. The academic calendar of the affiliating university is strictly adhered to by the institution.

The academic calendar of the institution is prepared jointly by the departments, IQAC and College Council. Department year plan focusses on activities that supplement the learning competency required to fulfil the academic requirements. IQAC and College Council monitor the transparency of all activities.

At the beginning of every semester, students are given orientation on the CIE components namely Examination/Test, Seminar/Presentation/Viva-Voce, Assignment, Attendance for theory courses and for practical - Lab Skill, Records/Viva and Practical test. The CIE components have varying weightages.

Schedule of semester beginning, semester end and uploadation of consolidated internal marks as prescribed by the affiliating university is followed without fail. Submission of assignments, presentation of seminars and conduct of internal examinations are scheduled to take place within the period of the semester.

Students' attendance is entered in the designated registers, Course File of teachers as well as on the academic management & learning management system (AMS&LMS).

Conduct of internal examinations of UG classes is centrally monitored by the exam committee of the institution. The schedule of question paper submission is finalised by the College Council. Internal examinations of PG classes is conducted directly by the respective departments. IQAC of the institution ensures that question papers and answer keys are filed in the departments as well.

Evaluation of internal examination answer scripts is conducted in a time bound manner and the answer scripts returned to students. The marks are uploaded on the academic management & learning management system (AMS&LMS). Students as well as parents can login to see the marks. The same is entered in the Student Progress Tracker, which is shown to parents at the class PTA meeting.

Grievances if any, on the part of students regarding the aforementioned, are effectively addressed by the grievance redressal mechanism the institution. The mentoring initiative of the institution, Gurukula, is a system which helps the mentees to share their concerns as well as appreciation, regarding the methods of evaluation adopted.

All components of CIE are carefully implemented to be completed within the duration specified.

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

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

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

Response: D. Any 1 of the above

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

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**Response:** 90.91**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

Response: 20

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

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 0**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

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

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

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 0**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

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

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

1.3 Curriculum Enrichment

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

Response:

The curriculum prescribed by the University is diverse in its content and application. Courses and topics related to cross-cutting issues are imparted to students through classroom sessions, appropriate extension activities and institutional practices.

Professional Ethics

Courses & topics in curriculum

47 Courses including Business Management; General Informatics; Prose Forms in Hindi Literature; Management Concepts and Business Ethics; Counseling and Psychotherapy and several others, spread over various Programmes, impart academic orientation to students on the need to practice ethics in profession.

Activities

Activities including seminars, webinars and talks organized by Institution's Innovation Council help in gaining more insight into professional ethics.

Gender

Courses & topics in curriculum

The curriculum has 56 Courses including Readings on Society; Modern Prose & Drama; Entrepreneurship Development; Prose Forms in Hindi Literature; Feminism; Malayalakavitha Uthara Khattam; Basic Themes in Psychology; Applied Social Psychology; Prose and One Act Plays; Poetry and Short Stories; Social Commitment; Malayalanovelsahithyam; Drisyakalashahithyam; Malayalashahithyam and several others, spread over various Programmes, initiate students into the world of gender justice, gender equity and inclusivity.

Activities

Women Development Cell activities and department activities including, seminars, webinars, talks, workshops and training sessions focus on communicating the practical side of gender and allied concepts.

Human Values

Courses & topics in curriculum

The Courses amounting to 60, including Human Resources Management; Modern Prose & Drama; Nationalism; Social Psychology; Personality And Personal Growth; Applied Psychology; Self Development Techniques; Counseling Psychology; Holistic Psychology; Community and Consulting Psychology; Management Concepts and Business Ethics; Applied Social Psychology and many more, with modules and topics devoted to inculcating human values, help students to reaffirm their commitment to Values.

Activities

The major activities and sessions focusing on integrating human values into curriculum have been organized by NSS unit, Covid Cell and Department of Value Education aiming at community development and personal growth.

Environment

Courses & topics in curriculum

There are 45 Courses in various Programmes related to environment, including Inorganic Chemistry; Environmental Chemistry; Advanced And Applied Chemistry; Physical and Applied Chemistry; Modern Prose & Drama; Readings on Society; Zeitgeist: Readings On Contemporary Culture; Signatures: Expressing the Self; Environmental Geology; Poetry, Correspondence and Translation; Poetry in Hindi, Novel and Short Stories; Non-Conventional Energy Sources: Advanced Social Psychology; Current Trends in Psychology; Prose Forms in Hindi Literature; Poetry and Short Stories. These Courses and the topics therein, provide ample academic exposure on environment related concerns.

Activities

The activities organized by NSS unit and Nature Club have been beneficial to students in assimilating the concepts learned in classrooms.

Sustainability

Courses & topics in curriculum

Advanced and Applied Chemistry; Corporate Governance and Business Ethics are the 3 Courses in the curriculum, related to Sustainability.

Activities

The activities organized by Nature Club and NSS unit spread the word of the necessity of sustainability and empower the student community.

The institution ensures curriculum delivery with emphasis on social commitment which helps in moulding students of the institution, into contented and refined human beings.

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

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

Response: 10.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
49	53	53	45	21

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

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 36.63**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 855

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

1.4 Feedback System

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

Response: E. None of the above

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

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

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

Response: E. Feedback not collected

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 83.36

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

2020-21	2019-20	2018-19	2017-18	2016-17
797	796	868	915	739

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1177	1158	952	968	781

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

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
83	71	125	122	68

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The institution believes in moulding the students to excel in their intellectual and social pursuits. The foundation is laid on the very first day of commencement of the academic year.

Bridge Course is arranged for the first year students to familiarise them with the institution, academic programmes and allied matters. General orientation of the Bridge Course has the following sessions:

1. Orientation on curriculum by Principal
2. Department wise presentation on curriculum

Students are initiated to the department with an orientation given by the Head of the Department. Time table wise Bridge Course for all courses are conducted for a period of one week. Syllabus is formulated for each course, study materials prepared and at the end of the Bridge Course an evaluation is conducted to identify the advanced and slow learners.

Advanced learners are designated as study group leaders of the class, to facilitate the Student for Student (S4S) initiative in UG classes. Students of one class are ideally divided into groups of eight. Every Friday an hour is devoted to S4S, when students engage in group wise learning on a chosen topic from the syllabus of any course. The documentation of the initiative is verified and authenticated by the Head of the Department. Slow learners are given additional classes to bridge the gap.

After each internal examination, the result is analysed and students who score more than 80% in internal examinations are categorised as advanced learners and if required, the list is revised. Training sessions are imparted in a time-bound manner to these students to participate in fests and competitions organised by other institutions. Students who score less than 40% are identified as slow learners and remedial classes are imparted to them. Documentation of remedial classes are verified and authenticated by the Head of the Department. Slow learners who display tremendous academic improvement are given training sessions to excel in co-curricular activities.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 24:1	
File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The student-centric learning environment of the institution encompasses participative learning, experiential learning and problem solving methodologies to up skill the student community. The various student-centric methods are:

Seminars, Workshops, Webinars: Students get hands-on training as well as a platform to enhance knowledge.

Invited Talks: Interaction with experts inspire and motivate students.

Competitions and Fests: Enhances peer interaction and boosts confidence.

Literary Activities: The activities under the auspices of Sapthasadassu, Literary Club and Departments, chisel the talents of budding writers and orators.

Exhibition & Sale: Production, exhibition and sale of hand wash, soap, detergent and hand sanitizers initiated by the Department of Chemistry and subject related exhibitions by other science departments provide opportunities to students to learn by practice.

Field Study: Students' participation in field projects on topics related to curriculum augment their expertise in the subject

NSS Activities: Emphasis on community oriented, environment related and sustainability assurance activities help students gain global outlook.

Activities of Clubs: Students gain skills of time management, goal setting, coordination, tolerance and leadership.

Film Critics Forum: Hands-on session conducted by the department of English, to understand the nuances of cinematic techniques and to review films.

Research Forum: To inculcate research acumen in students.

Hyde Park: Public speaking platform, organised by Department of English, primarily, to mould student speakers.

Industrial visits: Students gain better understanding of challenging aspects of their subject of study.

Alumni talk: The insightful sessions organised by Departments of English and Commerce, help students understand the facets of the competitive world.

Student Teacher Initiative: The initiative of the Departments of English and Commerce, gives an opportunity of students of the senior batches of the respective departments to identify and refine their teaching skills.

Biography presentation: Presentation on the biography of industry stalwarts, by students of the Department of Commerce, ignites the journey towards success.

Orphanage visit: Inculcates social values and brings the students closer to community oriented practical interactions.

Kadalvayana: Book review initiative by the Department of Malayalam, where students come across the essence of life and existence.

Budget presentation: Union budget analysis presentations, organised by Department of Management Studies, improves the knowledge on economy of the country.

Debates: Students enhance their general knowledge, negotiation skills and peer respect.

Speak Anglia: English speaking skill development sessions imparted to supporting staff members of the college, by MA students of Department of English, wherein students address the social problem of low language proficiency and resolve to empower the supporting staff.

Case study presentations: To understand real life situations and employ problem solving methodologies.

Tele counselling: Undertaken by students of Department of Psychology to materialise experiential learning and exhibit the knowledge gained in classrooms for the common social good.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

The institution has augmented the ICT facilities with a futuristic vision. The teaching-learning process has benefitted immensely from the information and communication technology facilities. Teachers up skill themselves by learning new technologies and applying the same while imparting lectures and academic sessions.

Academic documentation is done on **Linways Academic Management & Learning Management System** (AMS & LMS). The AMS & LMS has faculty login, student login & teacher login, whereby documentation and its monitoring is always time bound. Coursewares (study materials) are uploaded on the AMS & LMS, by teachers.

Audio Visual Room (AV Room) is equipped with interactive touch panel, computers, PA system, audio and video editing units. Teachers can record classes in the AV Room and digitally share it with students.

The institution has 24x7 campus **Wi-Fi** facility. Teachers and students can avail the same for their teaching and learning process, respectively.

All classrooms are ICT enabled with overhead projectors and LCD projectors. The facility is used for ppt presentations during lectures and student seminar presentations. An **interactive touch panel** is installed in the Decennial Hall, which is used for the purpose of teaching as well as participative learning processes.

The **digital library** of the institution is automated using Linways Library Management System. The institution has membership in **DELNET and INFLIBNET N-LIST**, both of which are valuable resources for students and teachers. The library has subscribed **Indian Journals.com** which is a vast collection of interdisciplinary Indian Journals and Research Publications that aids in academic pursuits of students and teachers.

Computers with internet facility are available in the library for use by students and staff to access resources of learning as well as to prepare presentations and projects.

The institution is an approved **SWAYAM NPTEL Local Chapter** and also **Learning Partner of TCS. Microsoft EDUCLOUD campus agreement** for using licensed products including Microsoft Teams, Sharepoint, Outlook and Office 365, add to the repertoire of technological tools for teaching and learning. The institution has **COURSERA PLUS account for conducting MOOC**.

Online classes, when required are facilitated through Microsoft Teams, Google Meet and Zoom, depending upon the number of participants and duration of the class. Teachers use mentimeter, padlet, kahoot, quizziz, jamboard and similar tools to make online classes interesting.

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

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

Response: 24:1

2.3.3.1 Number of mentors

Response: 96	
File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	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	
Response: 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	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. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)											
Response: 12.52											
2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>15</td> <td>13</td> <td>9</td> <td>7</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	14	15	13	9	7
2020-21	2019-20	2018-19	2017-18	2016-17							
14	15	13	9	7							
File Description	Document										
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document										
Any additional information	View Document										

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 3.52**2.4.3.1 Total experience of full-time teachers**

Response: 338

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

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The institution follows the regulations of University of Calicut, in CIE of students. The components of **CIE** for theory courses are Examination/Test, Seminar/Presentation/Viva-Voce, Assignment, Attendance; for practical - Lab Skill, Records/Viva and Practical test. The components are of varying weightages.

Test papers are conducted regularly in addition to **internal examinations**. Topics are assigned for assignments and seminar presentations and submission/presentation date scheduled. Marks secured by students in test papers, internal examinations, assignment, seminars and attendance are regularly updated on Linways AMS&LMS. Students' attendance is marked in the class attendance register as well as on the AMS&LMS. Students who have secured low attendance are personally informed by the class animator every month.

The **exam committee** of the college functions with the Head of the institution as the Chief Superintendent, a teaching staff member as Controller of Examinations and teaching and non-teaching staff members as committee members. The conduct of the internal examination is centrally monitored by the exam committee. The tentative dates of conduct of internal examinations are included in the college calendar.

The internal examination date for UG classes is finalised in the College Council after discussion with the exam committee. Question paper submission date is also finalised and staff members informed. Course in charges prepare answer keys along with question papers, which are used as indicators to evaluate answer scripts. The soft copy of the question paper is send to the examination committee by the course in charge and the required number of hard copies are printed out, under the strict supervision of the Controller of Examinations.

Seating arrangement and time table are prepared by the exam committee and displayed on students' notice boards and also uploaded on the Linways AMS&LMS. Invigilation list is prepared and an invigilation

register maintained. On days of examinations, a team comprising senior staff members, inspect the examination halls to ensure fair conduct of the examinations.

The internal examinations for PG classes are conducted by the respective departments.

Answer scripts are duly returned to the students and marks ascertained. The result is published within ten days of the completion of the internal examination. Marks are uploaded on the sessional exam module of the AMS&LMS.

Result analysis focussing on the performance of the class in internal and external examinations are presented by the class animator at the class PTA meeting. Student Progress Tracker is shown to parents at the meeting and signatures taken.

The consolidated internal marks are generated as per university regulations. The students have the option to verify the marks awarded to them, on the AMS&LMS or in the hard copy available in the department. The consolidated internal marks are uploaded to the university after verification by the class animator, student, Head of the Department and Head of the Institution.

Grievances related to internal assessment, if any, are addressed by the Internal Assessment Grievance Cell. The Head of the Institution is the convenor of the cell.

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

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

Response:

Transparent, time-bound efficient mechanism is in place in the institution, to address grievances related to internal and external examinations.

The scheme of internal and external examinations as per university regulations, is familiarised to the students during the Bridge Course. Students are sensitized regarding the consequences of malpractice/suspected malpractice if any, detected in examination halls.

Students can raise their concerns and grievances related to internal and external examinations without any inhibition.

Grievances can be registered through any one or all of the following procedures:

- The Grievance Redressal mailer on the institution's website is accessible to all students. The grievances related to internal and external examinations can be registered through the mailer. The Head of the Institution upon receiving the grievances, takes adequate further action.
- The grievances can be directly conveyed to the Head of the Institution, who will take appropriate steps for redressal.
- The grievances (internal examination related) can be reported by the student to the course teacher and the former can approach the class animator, if no action is initiated by the latter. In case of no redressal, the matter can be reported to the Head of the Department and subsequently to the Head of the Institution.
- The grievances (external examination related) can be reported by the student to class animator, who will follow up the matter by forwarding it to the Head of the Department and subsequently to the Head of the Institution.
- The grievances can be conveyed in message format through Linways AMS&LMS to the Head of the institution or Head of the department.
- The grievances can be dropped in written format in the centrally placed complaint box, which is regularly checked.

Internal examinations grievances received from students are taken up by the Internal Assessment Grievance Cell, of which Head of the Institution is the convenor. Grievances are timely resolved. All procedures are sufficiently documented.

External examination grievances are forwarded to the university after meticulous verification of the same. The procedures adopted are sufficiently documented and follow up action taken to the possible extent.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The programmes offered by the institution follow the regulations of University of Calicut. Programme Outcomes (POs) and Course Outcomes (COs) defined by the university for most programmes, are yardsticks of academic excellence. POs and COs determine the methodology to be employed in teaching-learning process.

The institution familiarises the students about the POs and COs through the following methods:

- Syllabi of all programmes are uploaded on the institution's website.
- Syllabus of each Course is uploaded on Linways AMS&LMS, by the course teacher.

- At the beginning of each semester, students are given orientation on scheme and syllabus applicable to their programme of study, variously by the Head of the institution, Head of the Department and members of faculty.
- Students are sensitized about the outcome expected during and at the completion of their programmes of study.
- Faculty members analyse the POs and COs & students' performance and review the progress.
- Outcomes are effectively incorporated into the teaching methodologies which start with the preparation of semester plan.
- Utmost care is taken to include approved Action Verbs stipulated in Bloom's Taxonomy, while preparing internal examination question papers.
- During PTA meetings, teachers communicate the individual students' progress towards attainment of POs and COs to the respective parent/s.

The institution strives to mould students into individuals endowed with the Graduate Attributes. Teachers take follow up actions like additional academic support to students, to assist them in attaining the desired outcomes.

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

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

Response:

The institution follows the practice of measuring the level of attainment of Program Outcomes (POs) and Course Outcomes (COs) through direct and indirect methods. The various parameters used to measure the POs and COs directly are as given below:

- 1. Year Plan:** At the beginning of the academic year, all Departments are required to prepare a Departmental Year Plan with the programmes and activities they plan to conduct, encompassing the POs and COs, the attainment of which is monitored on a monthly basis by the academic monitoring committee.
- 2. Result analysis at the end of the programme:** Course wise result analysis is done by faculty members at the end of each internal examination. Class teachers, upon publication of the University examination results from time to time, prepare result analysis of each semester. The outcome of the course is then communicated to the academic monitoring committee for analysis, to devise methods for quality improvement.
- 3. Continuous Internal Evaluation:** As part of the University requirements, continuous internal evaluation is done course wise each semester with components consisting of Internal examination, Assignments, Seminars and Overall performance of the students.

a) Internal examination:

Two internal examinations, one centralized and other departmental, are conducted by the examination committee in each semester. Valued answer scripts are handed over to students within a period of one week. Advanced learners and slow learners are identified. On analyzing the results, individual support is rendered to the advanced and slow learners.

b) Assignments:

Students are given assignments course wise as part of internal assessment every semester. They submit assignments making use of creative ideas and the ability of critical thinking in connection with the specific course.

c) Seminars:

Course wise student seminar presentations done using ICT tools give them training in time management, team work, problem solving and analysis. The faculty members in charge, assess the performance and grade them as per the university stipulations.

4. Project and viva:

They are value indicators for the evaluation of attainment of POs and Cos.

Apart from this, the attainment of POs and COs are evaluated by the institution through the following indirect methods:

1. **Student feedback on syllabus:** It is a feedback taken from students in which the overall programme is analysed and corrective measures are proposed.
2. **Alumni feedback on curriculum:** In alumni survey, feedback is collected during Alumni meets or through online Surveys.
3. **Employers' feedback:** It is collected from employers of our alumni to understand the industry requirements and also to identify gaps if any in the curriculum and the industry need.
4. **Faculty feedback on curriculum:** It is a feedback taken from faculty members in order to understand the relevance of the curriculum and its efficacy.
5. **Student Progression:** Internal Quality Assurance Cell of the institution keeps track of the student progression to placement and higher education by collecting data of the alumni through the various departments to understand the attainment of POs and COs on a periodic basis.

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

2.6.3 Average pass percentage of Students during last five years

Response: 71.55**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
524	563	557	378	241

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

2020-21	2019-20	2018-19	2017-18	2016-17
851	852	747	494	305

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

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.19

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 4.17

3.1.2.1 Number of teachers recognized as research guides

Response: 4

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 0

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

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

3.1.3.2 Number of departments offering academic programmes

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

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

Sahrdaya College of Advanced Studies has started Institutions' Innovation Council (IIC) for the enhancement of and to support the innovative ideas of students and teachers. Ministry of Education (MoE), Govt. of India has established MoE's Innovation Cell (MIC) to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). Its main emphasis is on the promotion of creative thinking of students and faculty members and the transfer of knowledge with entrepreneurs from various fields who are a part of our IIC. They provide necessary suggestions and support to encourage creative thinking.

The following activities were conducted by the institution:

- **First quarter activity** titled 'My Story': Mr. Amith Raman, CEO of Inker Robotic Solutions Pvt Ltd. Led an interactive session on the topic "How to plan a start-up: Legal and ethical steps", focusing on the various aspects of a start-up, how to manage the start-up and the IPR and legal activities to be taken into consideration.
- **Orientation session** on the Purpose and Role of IIC in an Institution by Innovation Ambassadors, Mr. Sanjo Jose and Mr. Joby Sebastian of St. Thomas' College (Autonomous), Thrissur on 17-08-2021.
- **'Sahrdaya Innovation Contest'**: An initiative to promote innovative ideas of students in collaboration with eminent external agencies, was conducted on 06-10-2021.
- **Impact Lecture Series**: An exclusive session with experts on innovation/entrepreneurship/start-ups by Mr. K N. Krishnakumar, State Resource Person, Competition Commission of India and Mr. V. Anilkumar, Entrepreneur Development Programme Trainer conducted on 23-10-2021.

Even before the establishment of IIC, the institution has conducted sessions for promoting entrepreneurial skills and innovative ideas of students. The department of Management Studies organized:

- **Entrepreneurship Awareness Camp** on 11, 12 and 14 July 2016
- **Seminar** on Challenges and Opportunities for Managers and Entrepreneurs in Changing Business landscape on 30-07-2018.
- **Seminar** on Student Entrepreneurship on 15-11-2018.
- **Webinar** on Start-ups through E-commerce on 28-09-2021.

Entrepreneurship Development Club of the institution organized a seminar on the topic **Entrepreneurship Design Thinking** on 23-09-2021.

The institution continues to excel in its efforts towards the promotion of an innovative culture within the learning environment with recognition in the band “BEGINNER” in Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021.

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

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

Response: 97

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

2020-21	2019-20	2018-19	2017-18	2016-17
56	9	11	12	9

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

3.3 Research Publications and Awards

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

Response: 3.5

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

Response: 14

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

Response: 4

File Description	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
URL to the research page on HEI website	View Document

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

Response: 0.12

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	3	0	0

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

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

Response: 0.24

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	5	2	6	1

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

3.4 Extension Activities

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

Response:

The integral development of students with an acumen for social awareness, is the expected outcome of participation in extension activities. The institution has organised activities touching upon socio-economic, environment, education, health and other relevant aspects of social living.

Sahridayam: House construction initiative.

Pratibha Sangamam: Career guidance session to and recognition of talents of higher secondary students of schools in the district.

Sarga Meet: A platform for specially abled people to showcase their talents.

Visits to Orphanage, Deaddiction centre & Rehabilitation centre: To interact with the less privileged, offer solace and renew social commitment.

Signature: Environmental awareness activities

Sasneham Flood Relief: Post-flood cleaning at Sacred Heart College, Chalakudy.

Swachh Sahridaya: Cleaning initiative in and around the Local Body limits.

Blood Donation Camp: To familiarise all with the benefits of blood donation and realise the importance of blood in sustaining life.

Career Expo: A platform for general public to access job providers.

Road Safety Awareness: To inculcate awareness about traffic rules and the need to follow those.

Monday Meal: Social service activity of providing food to inmates of Emmanuel Kripa, Kodakara.

it@Village: Computer literacy classes to women in the neighbourhood.

Speak Anglia: English classes to the supporting staff members of the institution.

Mathru Sisu Poshakahara Padhati: An initiative to create awareness on the importance of nutrition, especially, in the sustenance of health of pregnant women and children.

Vaccination Drive: Covid-19 vaccination drive for stakeholders, their families and public.

Athijeevanathinu Oru Kaithangu: Tele-counselling for general public during the pandemic, in association with Kodakara Grama Panchayath.

Amma Manasinoru Ponnonakodi: Onakkodi distribution to Kudumbasree members.

Forest cleaning: Nelliampathy forest cleaning by NSS volunteers.

Disha: Post-Covid socio-economic survey conducted by NSS unit in association with Kodakara Grama Panchayath to be submitted to Planning Commission.

Bamboo forest cleaning: Plastic waste removal from Bamboo Forest near Chimmini Dam.

Unity Cycle Ride: To promote healthy living and environmental awareness.

Sasthampoovam Tribal Colony Kit distribution: Distribution of meals and educational supplies to tribal colony residents.

Covid prevention kit distribution: Hand sanitisers produced and face masks stitched by students distributed to public.

Food donation: Donation of food to the deserving members of public.

Njangalund Koode: Support and solace to Covid-19 survivors of the local community.

Vocational training to mothers of specially abled children: An outreach programme to create awareness on financial savings.

Survey in Tribal Colony: Financial, Covid and Women Hygiene survey in Sasthampoovam tribal colony and Covid-19 kit distribution by NSS volunteers.

The extension activities patronised by the institution put into practice the life skills, interpersonal skills and social interaction skills imparted to students at various times.

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

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**Response:** 0**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

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

File Description**Document**

Number of awards for extension activities in last 5 year

[View Document](#)**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 106**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
50	21	17	9	9

File Description**Document**

Reports of the event organized

[View Document](#)

Number of extension and outreach Programmes conducted with industry, community etc for the last five years

[View Document](#)**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response:** 13.05**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration**

with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
151	254	287	267	354

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

3.5 Collaboration

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

Response: 116

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	28	27	19	17

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

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

Response: 76

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

2020-21	2019-20	2018-19	2017-18	2016-17
29	18	8	17	4

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institutional facilities for teaching-learning process, truly makes it an ideal learner-centric environment, closer to nature.

ICT enabled classrooms: All classrooms are provided with overhead projectors and LCD Projectors and also power sockets for use of laptops.

Seating arrangement in classrooms: The spacious classrooms, which promote effective teaching-learning, have enough seating facility for an enhanced rate of student intake.

Laboratories: Physics, chemistry, geology, psychology and computer labs are fully functional with all necessary resources. Language lab is used for purposes of English language training.

Seminar halls: The three seminar halls of the institution are well equipped with audio-visual infrastructure.

Audio-Visual room: Audio-Visual Room (AV Room) is equipped with interactive touch panel, computers, PA system, Audio and video editing units. Teachers can record classes in the AV Room and digitally share it with students.

Digital library: The digital library of the institution automated using Linways Library Management System, functions with institutional membership in DELNET and INFLIBNET N-LIST, both of which are valuable resources for students and teachers.

Computers with internet facility: The facility is available in the library for use by students and staff to access resources of learning as well as prepare presentations and projects.

Study Huts and Study Lounges: The open outdoor study huts and indoor study lounges are effectively used for peer learning and learning activities.

Administrative office: The Accounts section, Academics, General administration and college reception are data consolidation/information dissemination centres. Staff and students get necessary directions and information regarding university examinations, fee remittance and various facilities in the institution from the respective sections.

Kiosk: The reprographic centre of the institution has internet facility, facilities for printing, binding and photocopying. Stationery items are also available at the kiosk.

Transportation facility: The college bus service routes are decided and scheduled depending upon the number of students in each route. Time bound and efficient transportation ensures that staff and students

reach the campus on time on regular working days as well as on exam days.

Central auditorium: The central auditorium of the institution has a main stage, small stage and seating area with a capacity of 3000 pax, where morning assembly, programmes and events are conducted.

Indoor play area (indoor stadium): The central auditorium functions as indoor play area suitable for basketball, net ball, judo, badminton, table tennis, roller skating and many other indoor games which refresh the students and direct their attention towards better emotional health conducive for effective learning.

Counselling centre: Counsellors are available for staff and students to share their anxieties and concerns arising out of their assigned roles as teachers and students.

Retiring room: Retiring room for girls and female staff functions as a space for relaxation.

Sick room: Assures first aid and limited medical assistance.

Fitness Centre: Promotes healthy living and also functions as a centre for fitness programmes for staff and students.

Yoga classes: Yoga classes are provided to all first year students to inculcate the practice of emotional durability to succeed in learning endeavours.

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

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

Response:

The well maintained infrastructure plays a crucial role in the academic career of a student. The cultural values play a vital role in the overall progress of students as well as the institution. The institution has provided sufficient facilities for supporting extracurricular activities of the students. We have 4 venues namely the Central Auditorium (1,071.927 sq.mts), Seminar Hall1 (238.702 sq.mts), Seminar Hall 2 (115.676 sq.mts), Decennial Hall (197.3184 sq.mts) and Aula Magna (64.4856 sq.mts) with seating capacity of 3000, 300, 250 and 150 seats respectively for conducting literary and cultural competitions. The institution encourages and ensures student participation in competitions up to inter university level by providing necessary support and training. The campus is spacious enough to conduct practice sessions, rehearsals and competitions simultaneously. Along with this we give importance to the health and wellbeing of our students and staff fraternity through the setting up of fitness centre on campus, which is actively used by students. We also take care of the mental health of students by providing yoga training sessions and conducting competitions for the same. The institution organizes different

competitions under the auspices of literary club, Sapthasadassu and departments.

The sports infrastructure is effectively utilized by the Physical Education department to help students to inculcate the spirit of sportsmanship and comradeship and be in the habit of engaging in sports and games. The institution has outdoor sporting arenas for Cricket, Volley Ball, Basket Ball, Hand Ball, and also multipurpose ground for Korf Ball and Net Ball (525 sq.mts). The institution provides indoor game facilities for Table Tennis, Shuttle, and Badminton. The efficient and well trained coaches give training to the students. The institution has hosted several University, Inter-University level tournaments with active cooperation of all stake holders.

Name of the built up area	Measurement	Year of establishment
Seminar Hall 1	2911x820cm-238.702 sq.mts	2012
Aula magna	776x831cm-64.4856 sq.mts	2012
Central Auditorium	3915x2738 cm-1071.927 sq.mts	2017
Main Stage	1102x1587 cm-174.8874 sq.mts	
HR Hall	1338x820cm-109.716 sq.mts	2018
Fitness centre	30x50ft-900x1500cm-135 sq.mts	2019
AV Room	952x820cm-78.064 sq.mts	2020
Decennial Hall	956x2064 cm-79.4436 sq.mts	2021
Seminar Hall2	956x1210cm-78.392 sq.mts	2021
Sports Arena		
Basketball court	28mx17m-476 sq.mts	
Volleyball court	26mx15m-390 sq.mts (two courts)	
Handball	40mx20m-800 sq.mts	
Multipurpose Ground-(Netball, korbball)	35mx15m-525 sq.mts	
Kho-Kho Ground	30mx24m-720 sq.mts	
Tennis Court	13.4mx6.1m-81.74 sq.mts	

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

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

Response: 18.46

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

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

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

Response: 30.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
140.47	271.15	274.42	274.91	530.57

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

4.2 Library as a Learning Resource

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

Response:

Library automation is a term for ICT trends and techniques that are used for replacing manual system in the library. The term “integrated library system” refers to sharing of a common database (for documents and patrons) to perform all the basic functions of a library.

Library Software ‘Linways’ is an absolute user-friendly software. It is a simplified package, which requires minimum user interaction and features interactive data handling for storing backups. Linways is an easy and effective software for maintenance of books, journals and users. The system finds the status of books or users automatically and eases the circulation process accordingly. It contains enhanced, simplified search facility which can locate books and identify users effectively through OPAC and it provides mobile access to its users through their user logins from anywhere in the world.

Cataloguing and Acquisition module facility of the software helps to catalogue books and serial publications. Library automation helps to store all information consisting of book numbers, author names, book titles, rack details and much more. It makes issue and returning process easy. It provides the search function which helps the students in searching of any book in the library. Institution has Integrated Library Management System (ILMS) used for statistical analysis required for library management system such as accession register reports, monthly transactions, book reports, dues and user records. The circulation module enables to create and manage book issue, return, renewal, dues and fines. It enables a smooth circulation of books in the library. The serial control module of the library software supports to handle or control processes such as subscription, renewals of journals and magazines or their cancellations and generate accurate purchase orders. Online Public Access Catalogue (OPAC) is a digital catalogue that enables the users to search for books by entering keywords such as the name of the book, author or any other related keywords. User interface module enables to know about their borrowed books and due dates. Additionally, users can access e-documents. Attendance module in the ILMS benefits to get user footfalls in the Library.

Barcode and labelling facility is also available in the Linways software which ease the manpower of the Library and helps to process the books systematically.

The library automation system is fully customizable and adaptable to the needs of the library to provide fast, reliable data. It is assured that; it is a time saving software which helps to get effective and efficient reports.

Name of the ILMS software : Linways 3.4.0

Nature of automation : Fully Automated

Version : 3.4.0

Year of Automation : 2020 to till date

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

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

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

Response: 3.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.53	0.48	4.52	2.19	5.54

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

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

Response: 0

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

Response: 00

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

With the increasing demand for internet access in educational campuses and the advancing standards of education and flexibility offered by the Internet - educational institutions etc., are keenly stepping forward to setup the secured and stable wired or Wi-Fi network on campus for their students. Educational institutions have major requirement in the domain of user access control, control over bandwidth consumption, and differentiated policy control for management of faculty and student access. The institution is using Kerala Vision leased line of 50 MBPS from Kodakara through RF link. Wi-Fi facility with a speed rate of 50 MBPS is available within the campus. The connectivity through a fully networked campus with state-of-the-art, IT infrastructure, computing & communication resources, offers students the facilities of e-mail, net surfing, up/downloading of web-based applications, and preparation of projects & seminars. The institution is cautious in maintaining the security and hence use Sophos firewall to prevent illegal access of internet. Sophos network security appliances include multiple features like Firewall – VPN (SSL VPN & IPsec), Gateway Anti-Virus, Anti-Spyware & Anti-Spam, Intrusion Prevention System (IPS), Content & Application Filtering, Web Application Firewall, Application Visibility & Control, Bandwidth Management, Multiple Link Management for Load Balancing and Gateway Failover, over a single platform. Sophos-320 offers visibility and control over 2000+ key applications. It offers complete visibility on the login information and which applications are being accessed within the organization and by which user, irrespective of their ports and protocols. This stops sophisticated application-layer threats right at the network's perimeter, ensuring Application Security. Sophos solutions aids the compliance regulatory needs of organization.

List of Lab with LAN facility for Students use.

Sl. No	Name of the lab	Number of systems
1	Computer Lab 1	60
2	Computer Lab 2	40
3	Computer lab 3	60
4	Computer Lab 4	60
6	Physics lab	6

The institution has a learning management system (sahridayacas.linways.com) which provides a platform for effective online teaching and learning. Access to e-journals and e-books are provided by the N-LIST. Peripheral devices like printers, photocopiers and scanners help the students, teachers, and office staff in managing the e-resources. Institution functions as the Local Chapter of SWAYAM-NPTEL. ERP software- Linways AMS introduced in 2019 facilitates automated student management, attendance, timetable, internal marks, staff profiling, performance evaluation, admission, and fee module. Parent portal, student portal, SMS alert and other relevant services are also part of this software. Linways ERP system is equipped with facilities like Admission, Student Data Management, Faculty Data Management, Attendance, HR Records, Alumni and grievance management. The library is automated with Linways ILMS-it's a web based system with online OPAC. All the systems are licensed with Microsoft Edu-Cloud Account. Teachers and students can access Licensed Microsoft products. Teachers' portal IDs are created with this Edu-Cloud campus agreement, and they can access this products during their service period. The institution has technical team as well as authorized service person to maintain the computers.

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

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

Response: 13.04

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 8.85

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

2020-21	2019-20	2018-19	2017-18	2016-17
62.69	125.05	129.48	70.63	51.74

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

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

Response:

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc in the institution. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in-house staff on daily basis and periodically. Utmost care is taken to keep the equipments, machines etc in working condition. In case of breakdowns Standard Operating Procedure is followed to restore the equipment/machine back to the working condition. A supervisor from the staff is appointed to monitor and maintain the physical facilities and carry out overall maintenance. A brief description is presented below on maintenance and utilization of the facilities:

- 1. Laboratories:** Each laboratory has a lab in charge (faculty member), a lab assistant and attendant. Lab in charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/non-working/missing equipments. Preventive maintenance and performance monitoring is carried out. Lab assistants keep the record of utilization of equipments, computers and other required material for experiments.
- 2. Library:** Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material suitable for teaching and learning process. The library is well maintained in tune with the changing academic needs. It is fully automated using Linways. All books are marked, classified and advantageously placed on the racks. The positions of the books are updated with the Linways, for easy retrieval. As a proactive intervention, all books are periodically inspected to find possible damages; binding is carried out if necessary. At end of the academic year stock verification is done. Librarian will prepare the report on the same and also on the utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from the departments. This is then processed following the procurement procedure.
- 3. Sports center /ground/equipments:** Head of Physical Education and other staff of the institution monitor the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipment gets damaged , the HoD of Physical Education submits a proposal for maintenance. Preventive maintenance measures are taken in time. Head of the Department is responsible for keeping the record of utilization of sport facilities and activities.
- 4. Class Rooms:** Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are cleaned daily and is monitored by the infrastructure supervisor.
- 5. IT facilities:** The institution uses upgraded IT facilities for its purposes. The annual maintenance

includes the required software installation and upgradation. The ICT Smart Class Rooms and the related systems are maintained with AMC. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by technical staff along with ISP Kerala vision. The institution's website is maintained regularly through AMC. The laboratory technicians and system administrator maintains the IT facilities in the institution. In case of major issues, vendors are hired for maintenance of IT facilities.

6. **Electrical maintenance and maintenance of Drinking Water Facilities:** The Institution has employed an electrician and plumber for upkeep and maintenance of electrical facilities and drinking water facilities.
7. **CCTV and Security:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, projectors, air conditioners are maintained with the help of external agencies. Security staff including female guards under a security supervisor is employed to safe guard the premises.
8. **Seminar halls and AV rooms:** To promote healthy academic competitive spirit, the institution has a well equipped seminar hall which and AV room which function as knowledge dissemination centres. The maintenance of these facilities are up to date.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 4.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
101	151	163	103	15

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

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

Response: 0

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

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

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

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

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

Response: E. None of the above

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

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

Response: 83.66

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

2020-21	2019-20	2018-19	2017-18	2016-17
2317	2717	1926	1571	778

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

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 0

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

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

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 64.39

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 548

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	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: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
131	173	161	41	36

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

2020-21	2019-20	2018-19	2017-18	2016-17
131	173	161	41	36

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 (Data Template)	View Document

5.3 Student Participation and Activities

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

Response: 205

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

2020-21	2019-20	2018-19	2017-18	2016-17
85	28	31	32	29

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

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

Response:

The institution fosters a student-centric environment in curricular, co-curricular and extra curricular spheres. Student leadership and participation in activities and initiatives is evident in the organisational structure of the institution.

Students' Council

Students are elected to the posts of Chairman, Vice-Chairperson, General Secretary, Joint Secretary, General Captain, Fine Arts Secretary, Student Editor, University Union Councillors and Class Representatives. The members lead the institutional activities under the guidance of Students' Council Advisor and the Head of the Institution. The procedures required to be fulfilled for institutional participation in D-Zone Arts Fest organised by Calicut University Union, is taken up by the Students' Council.

Sapthasadassu

All students are members of the Sapthasadassu. Students are assigned to one of the seven sadassu – aksharam, swaram, chuvadu, natyam, niram, roopam, dhruyam – after collecting their preference in Arts. Arts activities are facilitated through the Sadassu.

The Four Houses

Designed around the concept of Four Houses One Family (the entire institution is one family), all students and staff are delegated to one of the Four Houses – Diamond, Sapphire, Ruby, Emerald - through a transparent procedure. Students hold the office of Captain, Vice Captain, Spokesperson, Sports Captain and Treasurer in each House and the remaining students are members of the House.

Activities and Initiatives

Extension Activities: NSS, Covid Cell, NCC, WDC, Human Excellence Department and Nature Club organise extension activities with adequate student participation.

Morning Assembly: Class-wise morning assembly is facilitated by the assigned student groups of the class.

El Dorado: Arts fest is conducted annually with student participation under the leadership of Fine Arts Secretary and the guidance of Fine Arts Advisor.

SCAS Olympia: Sports day is conducted annually under the leadership of General Captain and guidance of Physical Education Department.

Laureola: The editorial board of the trimonthly newsletter has one or more student member/s.

Fests: Management, Language and Literature and Science fests are organised with students in the role of committee members as well as participants.

Sathvotsav: All India Inter University Powerlifting Championship hosted by University of Calicut was organised by the institution, which gave an opportunity for the students to partake as members of various committees.

Clubs and Cells

Students are members in *National Service Scheme (NSS)*, *Women Development Cell*, *Literary Club*, *Nature Club* and *Internal Quality Assurance Cell*.

Other Responsibilities

Class leaders: The leaders are entrusted with the responsibility of ensuring that the class attendance register is collected from the Academics section everyday morning and returned to the Reception in the evening. One of the class leaders collects the share of newspaper for each student of the class, from the HR section everyday.

Student Group Leaders: Students of each class are divided into study groups with one student as leader, who initiates the S4S peer learning initiative.

The co-curricular and extracurricular activities help students to learn the values of peer competition, teamwork, individual initiative, group responsibility, sense of community, endurance, diversity and interpersonal communication skills.

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

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

Response: 14.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
30	15	9	13	7

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

5.4 Alumni Engagement

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

Response:

Sahrdaya College of Advanced Studies has lived up to its motto '*Ever to Excel*' since its inception. It has extended its wings globally through its Alumni. Since 2016, the Alumni have regularly gathered in an informal manner to strengthen the link between alma mater and Alumni. They cherish their memories and spend their time engaging in various games and cultural activities.

The Alumni association was registered as a society under Travancore Cochin Literacy Scientific and Charitable Societies Registration Act 1955 on 10th March 2020 as **SPARKLETS SAHRDAYA ALUMNI ASSOCIATION** (Registration No.: TSR/TC/135/2020). It was formed with a view to keep the silken threads of attachment between the old students and the Institution.

SPARKLETS has always encouraged our students to carve excellence for an integral development. The members of the association always approach the institution with their innovative suggestions to upgrade the institution's social commitment stature.

The association makes significant contributions to augment infrastructure of the institution. They were instrumental in the installation of the solar panels on campus thereby helping the institution achieve its long term goal of shifting to renewable energy sources for its day to day functioning, as envisioned in the strategic plan for development. Donating laptop to a needy student for the purpose of online classes in the wake of the pandemic is also a demonstration of their social commitment and concern. SPARKLETS has always initiated and are working on various new projects as a token of their love and bonding towards their alma mater.

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

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

Response: C. 3 Lakhs - 4 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Sahrdaya College of Advanced Studies, Kodakara is affiliated to University of Calicut and is a prestigious undertaking of Irinjalakuda Diocesan Educational Trust (IDET) managed by Syro-Malabar Catholic Diocese of Irinjalakuda. The institution established in the year 2012 is an ISO certified institution. The institution envisages endowing to the Nation, a zealous group of dedicated and industrious citizens.

Vision

To impart knowledge to excel in one's personal and professional life thereby become self-sufficient in the spiritual, intellectual and social levels to be contented and refined human being.

Mission

To mould a new generation that upholds integrity, maturity and righteousness in every thought, deed and shape up their God-given talents for the good of humanity through friendship, education and commitment.

- The institution, in its governance abides by the policies of IDET. Chairman of IDET is the Patron of the institution. Manager, Executive Director and Finance Officer of the institution represent the Management.
- Trustee Board of IDET, Advisory Body and Academic Council are the apex bodies which formulate the plans for an academic year, focusing on academic, administrative and organizational functioning.
- The Head of the Institution is the Principal, who regularly convenes the College Council, comprising Heads of Departments, IQAC Coordinator, NAAC Coordinator, Librarian, and Staff Secretary to discuss and decide on matters of importance. Subsequent to the College Council, a meeting of teaching staff members are convened to disseminate information and also to arrive at resolutions. The decisions taken at the College Council are duly conveyed to PTA Executive Committee.
- IQAC of the institution formulates quality enhancement initiatives to be implemented at various levels in the institution and informs the College Council. It monitors the progress of all such initiatives.
- Each department has a Department Council, in which all members of faculty of the respective departments are members. Decisions on departmental matters are taken in the department meeting. At the beginning of the academic year, department year plan is prepared and submitted to the Principal.
- PTA executive committee, as and when required, meets and discusses disciplinary matters, conduct of exams, events and matters of relevance.
- Teaching staff members hold the positions of Students' Council Advisor and Fine Arts Advisor. Teachers are also members of various committees and clubs. Anti-ragging Cell, Internal Complaints Committee, Grievance Redressal Cell, Minority Cell, SC/ST/OBC Cell, Women

Development Cell and Academic Monitoring Committee are competent bodies which take appropriate decisions when required. Student participation in various bodies adds to the authenticity.

- Students' Council of the institution, comprising elected students, under the guidance of the Students' Council Advisor and the Principal, partake in the ventures and initiatives of the institution and make the campus a truly student-centric one.

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

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

Response:

Participative management is a decentralization strategy of the institution, which involves stakeholders concerned. The institutional policies have provisions for decentralization at each level of planning and implementation of an initiative/activity. At the stage of planning, activities/events are included in the agenda of College Council. After approval, the resolution is communicated to all departments, staff and committees concerned.

El Dorado, the institution's arts fest is annually conducted to provide a platform for students to showcase their talents. The Students' Council floats the proposal to conduct the arts fest under the leadership of Fine Arts Secretary.

The institution believes in integration of arts in the extracurricular activities, with the goal of comprehensive development of students. Talented students are identified at the time of **admission counselling** every year, where, the **Arts Desk** functions with the Fine arts Advisor of the institution, as the in charge. Once admission for the academic year closes, all students and staff are given choices to opt for any one of the Seven **Sadassu (Sapthasadassu)** - *aksharam* (literary) *swaram* (music), *chuvad* (dance), *natyam* (stage acting), *niram* (painting, drawing etc), *roopam* (clay modelling), *drushyam* (photography) - of the Sapthasadassu. The next step is to assign the entire students and staff members into one of the **Four Houses** – Diamond, Sapphire, Emerald, Ruby – which is an equal distribution of members of the individual Sadassu. Officebearers in various capacities are elected from among students and staff. The student officebearers coordinate the activities under the able guidance of staff officebearers. Registration for Arts competitions are spearheaded by the student representatives of each House. Scheduling, stage management, constitution of judging panel and all allied responsibilities are carried out by the House representatives, under the supervision of Fine Arts Secretary (Students' Council member) and Fine Arts Advisor (staff member). The winners and promising talents are then trained and groomed to participate in University zonal Arts Fest and other competitions. The institution has been frontrunners in D-Zone Arts Fest organized by Calicut University Union; an achievement indebted to the visionary planning and team work of students, staff and PTA.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The strategic planning committee which was constituted at the inception of the institution, prepared **VISION 2022** - the blueprint for the ten year journey forward of the college. VISION 2022 encompasses salient areas where the college focuses to excel as it reaches its decennial year in 2022. They are: access to higher education, student experience, infrastructure, sustainability, employee oneness, quality initiatives & partnerships.

The Strategic Planning is formulated based on analysis of present challenges and future opportunities and it envisions the direction towards which the institution should move to achieve its set goals and objectives. After analyzing the internal and external environment, the institutional goals were set up in all possible growth domains through a brain storming sessions with HODs and faculty members. The strategies with action plans were decided to achieve institutional strategic goals. Highest attention has been paid to spell out clearly the execution and monitoring by identifying measurable targets in line with the anticipated outcomes.

The foremost priority of the college is access to higher education to aspiring rural youth in and around Kodakara. Sahrdaya aims to provide students with the tools needed to be successful in upper division courses with focus on general education goals like communication, critical thinking, information management, valuing global awareness.

UG, PG Programmes affiliated to University of Calicut, offered in the college, steadily increased from 2012 onwards. From four Programmes in the Staff recruitment, library facilities, infrastructure and other facilities were made at par, proportional to the increase in number of Programmes.

Add-on Programmes offered by the college to all students were revised and newer programmes were introduced to meet the professional challenges in a highly competitive world. Dual Add-ons were introduced from 2019-'20 onwards ie; each student will pursue, complete and procure two certifications within their period of study in the college.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

The organogram of the institution reflects the functional efficiency of the organization at all levels. Each member in the organizational structure has assigned roles and responsibilities. It is always ensured that workflow is smooth and follows the stipulated procedures.

The institution is managed by Irinjalakuda Diocesan Educational Trust (IDET). The **Chairman of IDET** is at the helm of the organogram of the institution. **Board of Trustees of IDET, Manager, Executive Director and Finance Officer** of the institution are representatives of the management, who oversee the day to day functioning of the institution. **Advisory Body and Academic Council** recommend/suggest areas of improvement in administrative, academic and organizational levels.

The **Principal** is the Head of the Institution and also the Academic and Administrative Head.

Vice Principals carry out their responsibilities jointly with the Principal.

IQAC of the institution defines, designs and executes the academic and administrative quality assurance initiatives and ensures its sustenance.

College Council comprising Principal, Heads of Departments, IQAC Coordinator, NAAC Coordinator, Librarian and Staff Secretary, plan and take decisions on relevant matters keeping in mind the inputs received from the management, IQAC and various bodies and councils.

Office Superintendent oversees the functioning of the administrative section.

The **exam committee** of the institution functions with Principal as the chief superintendent, a teaching staff member as controller of examinations and teaching and non-teaching staff as members.

Student's Council, representing the students of the institution is installed every year.

PTA executive committee is formed every year by electing representatives from the PTA general body.

Committees and Clubs function in the institution with representation from staff and students.

Sports Council initiates sports activities of the institution.

The institution effectively nurtures student-centric learning environment with the wholehearted service of staff members and guidance from the management and various bodies and councils of the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: E. None of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The welfare measures for teaching and non-teaching staff members of the institution is implemented by the management to render a congenial workplace atmosphere.

The various welfare measures are:

- Token of appreciation to teaching staff members for their meritorious service
- Token of appreciation to teaching staff members for securing doctoral degree/MPhil degree
- Token of appreciation to teaching staff members for publication in international journals and books
- Token of appreciation to non-teaching staff members for their meritorious service
- Financial assistance to teaching staff members to attend Seminars, Conferences, FDPs, Training Programmes organized by other institutions
- Staff welfare fund
- ESI & PF
- Advance salary
- Hrdayam: annual staff family get together

- Annual staff tour
- Exclusive onam, christmas celebrations
- ATM facility on campus helps staff in easy money withdrawal for personal use
- Faculty development programmes for teaching staff members without fee payment
- Training programmes for non-teaching staff members without fee payment
- Birthday gift to staff members
- Wi-fi facility saves personal data usage
- Subsidized transportation facility
- Free fitness programmes for staff
- Sick room with first aid facility
- Retiring room for female staff
- Lift facility
- Sanitary pad vending machine and disposal unit

The welfare measures are updated from time to time, in line with the institution's policies and requirement of the times.

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

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

Response: 1.66

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	0	1	0	0

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

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

Response: 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

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

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response: 14.97****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
66	5	1	0	0

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

The institution facilitates the professional growth and enrichment of the staff by implementing an effective Performance Appraisal System. This system is maintained with the objective of improving academic and administrative standards. The **feedback** collected from the students is given equal weightage in this

assessment. An appraisal of each staff member is formed from a collective scrutiny of all the different aspects taken into consideration. Shortcomings, if noticed, are made known to the faculty concerned by the Principal. Steps for improvement and rectification are conveyed with due discretion and decorum. The timely and efficient completion of academic and non-academic duties assigned, adoption and time bound submission of projects, attending orientation, refresher and other faculty development and quality enhancement programs are encouraged and they also play a major role in the appraisal system.

A systematic feedback and appraisal system is in existence for the non-teaching staff also. Feedback is collected from the faculty, students and peer members on the performance of each ministerial staff member and proper guidance is given in case of any drawbacks noted.

The performance appraisal works in the following manner:

The Course File is given to each teacher at the beginning of every academic year to record their everyday engagements. All details pertaining to lesson plans, tests, assignments, seminars, are recorded. It is monitored by the head of the department and the principal. **Daily and Monthly reports** are to be submitted by faculty members and are also evaluated on the basis of various responsibilities entrusted on them as extracurricular and extension activities.

The Managing Board constitutes an **Academic Review Committee** every year to evaluate the performance of teachers. The committee headed by the Executive Director evaluates the performance of the teachers. They suggest corrective measures collectively and in person.

The principal submits a **Confidential Report** about teachers to the Executive Director on an annual basis. The Executive Director makes detailed evaluation of those reports and provides encouragement, suggestions for improvement and corrective measures confidentially.

Heads of the departments prepare a **confidential report** in a prescribed format evaluating their academic performance highlighting their strength and weakness.

IQAC designs **Peer Evaluation** to provide feedback to peers about their academic performance. Peer Evaluation helps faculty members to improve their teaching. It provides the teacher with insights into his/her academic contribution.

IQAC monitors the feedback mechanism in the institution. In each semester the students provide feedback of their teachers on the basis of their performance. The students assess the teachers on the following criteria: accessibility to teacher, classroom management, communication skills, fairness in internal assessment, ability to inspire and motivation, interaction of the teacher, punctuality and regularity, effective completion of syllabus in time, subject knowledge and the use of ICT in teaching learning process.

The Management evaluates the non-teaching staff every year through a performance appraisal system designed by IQAC. Students also get opportunity to rate the performance of non-teaching staff while conducting **survey on the institutional performance**. The principal monitors the performance of non-teaching staff and gives them continuous feedback.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution upholds the sense of accountability in matters of finance. Hence the institution conducts **internal and external audits** regularly maintaining the transparency in the system. There are established procedures and processes for conducting internal and external financial audit systematically which are religiously followed.

The primary stage of internal audit is done by the institution itself by its Accounts Department focusing on various thrust areas. All the accounts including the income receipts, the expenditure along with the payment note, the assets and the liabilities are all cross-checked. Every payment transaction is supervised by the Office Superintendent which in turn is approved by the Finance Officer in consultation with the Principal.

The Finance Officer scrutinizes and verifies the financial data. It is then approved by the Executive Director. Further, the financial data is audited by the central office of Irinjalakuda Diocesan Educational Trust (IDET), the management trust of the institution, which audits the finance at different institutions under its purview. The short term and long term objectives set by the institution and the budgetary provisions are scrutinized and evaluated. The internal audit is done twice a year with M/s Cheeran Varghese & Co. The audit objections mentioned in the internal audit report are appropriately addressed and settled before the statutory audit every year.

IDET has appointed M/s P.V Chacko & Co. as the Statutory Auditor. An external auditor performs an audit every year in accordance with specific laws and rules of the financial statements. The external statutory audit is performed at the end of every financial year. The last external audit was also successfully completed.

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

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

Response: 16.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.00	8.10	6.86	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

The institution has policies, procedures and practices to govern financial operations. The institution has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient fund for the maintenance of the physical, academic and support facilities.

The institution possesses spacious and well-ventilated classrooms as per the rules and regulations of the affiliation norms of the Calicut University. The maintenance and cleaning of the classrooms and furniture are done by the supporting staff while in elaborative and extensive cases the institution outsources the maintenance contract.

The institution has adequate number of computers with internet connection. Utility software is made available to office, library and departments. The ICT facilities are maintained by the technically skilled experts. CCTV cameras are installed on the campus as a security measure. There are two lifts placed on the either side of the portico facilitating prompt staff movement as well as in cases of medical exigencies. The institution's website is maintained by the institution and updations done by the chief technical officer, system administrators and department website coordinators.

The institution has a spacious library with reading hall, 4 desktop computers for students to use. The institution has 3 computer labs with 160 computers taken together. Language lab facility is provided in one of the computer labs. These labs function as exam centres for various national and state level examinations.

The Department of Physical Education administers coaching for students and conduct of sports competitions like athletics, basketball, football, volleyball, korfbal, handball, netball, kho-kho, judo, badminton, kabbadi, tug of war, table tennis and woodball. The institution has its own canteen run by the vendor appointed by the institution.

Draft budget is prepared every year taking into consideration the requirements of each department. Budgetary provisions are made use of for administrative and academic activities. The budget is utilized to meet day-to-day operational and administrative expenses and maintenance of the fixed assets. All financial matters like fee collection, salary, and other expenses are supervised by the Finance Officer. The accounts of the institution are subject to internal and external audit.

INCOME	EXPENDITURE
<ul style="list-style-type: none"> • Programme Fees • Professional Education Fees • PTA Fund • Assistance from IDET • CSR project Income • Local Infrastructure Partnership income • Alumni contribution • Income from Reprographic Centre • University Exam Remuneration • Mess income • Rent from Snacks Bar, ATM • Transportation Fees • Student Welfare Fund • Agricultural Income 	<ul style="list-style-type: none"> • Salary & other allowances • Professional Education Expenses • Repairs & Maintenance • Exam Expenses • Electricity, Telephone & Postage charges • Printing & Stationery • Office Expenses • Lab & Library Expenses • Hostel & Mess Expenses • Construction • Expenses for Reprographic Centre • Transportation Expenses • Depreciation • Arts & Sports Expenses • Advertisement Expenses • Agricultural Expenses

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

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance of the institution has been constituted according to the IQAC Composition norms issued by NAAC. Regular meetings as well as sensitization of stakeholders with respect to the goals and plans of the institution is undertaken by IQAC. It functions in close association with the Management,

Advisory Body, Academic Council, Principal, College Council, staff members, students, Students' Council and PTA. Recommendations of the IQAC with respect to quality assurance strategies and process are regularly taken up by the bodies concerned and appropriate decisions are taken. Implementation of strategies and processes is followed by regular monitoring and feedback collection.

Course file and Add-on programmes are the outcomes of visionary zeal of the institution's management. These two were taken up by IQAC as key quality assurance strategies. Improvisations in the Course File and augmentation of Add-on courses were subsequently implemented.

The institution has the practice of academic documentation by teachers in the **Course File**. The Course File is a comprehensive document of teaching-learning process that happens each semester. Personal details of the teacher, Time Table, Semester Plan, Course wise attendance, Marks and Internal Examination analysis are documented in each Course File. The Head of the Department verifies and certifies the monthly data and the Course Files are forwarded to the Principal for authentication. The whole process is closely monitored by the IQAC, by setting up reminders every month end. After each semester the Course Files are safely kept in the departments for any future reference.

The IQAC recommendation to offer **Dual Add-on certification** for all students from 2019-'20 onwards was approved by the College Council to be implemented. Accordingly, departments were directed to identify Add-on programmes suitable for students pursuing UG/PG Programmes in their respective departments. The IQAC takes special interest in ensuring that applicants, during admission counselling, are given all information regarding the provision of Dual Add-on certification, which they can procure during their period of study in the institution. All documents related to the conduct of Add-on programmes are meticulously maintained by the departments.

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

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

Response:

The institution since its beginning has given utmost importance to facilitate smooth teaching-learning process. Each year, academic up skilling, up gradation and documentation were effectively implemented. Classroom infrastructure, student-teacher ratio, library augmentation and allied facilities were systematically revised and standardized. With each new programme being introduced by the institution, newer methodologies to make learning more effective and competitive were made functional.

Teacher's Diary and **Student Progress Tracker** were implemented for academic documentation from 2012 itself. Teacher's Diary was replaced with **Academic Dossier** in 2017 which was in turn replaced with **Course File** in 2018.

The Student Progress Tracker is a comprehensive report of a student's academic performance.

The IQAC since 2019, in tandem with Head of the institution and departments has institutionalized some components significant to teaching-learning process.

The semester wise Course Files of teachers are verified by the Head of the Department, Head of the Institution and IQAC Coordinator. The Course File is the record of semester plan, students' attendance, marks awarded to all components of CIE and result analysis.

The **Academic Management and Learning Management System** (AMS&LMS), Linways, was introduced in 2020, to effectively facilitate online classes in the context of the pandemic. Academic audits by IQAC is an interactive platform where teachers are given opportunity to share their insights regarding effective documentation and suggest practical improvements.

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

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

- Workshops, seminars and webinars by qualified resource persons on gender equality and gender sensitization are conducted intermittently by the Women Development Cell of the institution.
- Classes on gender equity and equality and ways to maintain a healthy and good relationship with the opposite sex are also given to the students of the college.
- The WDC also conducts outreach activities to help and empower the women in the society at large.
- The safety and security of girl students are of utmost importance and the institution has installed surveillance cameras in the campus. In addition, there are always two lady security officers who supervise, assist, and advise the students as required.
- Any student who leaves the institution before the closing time is required to get sanction from the Principal who issues a gate pass to the student. Their names are also entered in the movement register kept at the reception desk. There are security guards on the premises and at the gate who ensure that the students do not leave the institution without a valid gate pass.
- The class attendance is taken every hour and absentees marked through our Learning Management System, Linways, and the absence is intimated to the parents.
- There are separate sick rooms for boys and girls to be used if any of the students fall sick. A fulltime qualified female nurse is also employed by the institution who oversees and takes care of the sick.
- Clean and large rest rooms for boys and girls ensure the maintenance of good sanitary hygiene. Sanitary napkin vending machine is placed in the restroom.
- Self-defence classes are conducted for the students regularly.
- The counselling section of the institution is handled by qualified and trained in-house college counsellors who give counselling to the students.
- A mentor-mentee system in the form of Gurukula helps us to ascertain the wellbeing of the students and the counsellors follow up with the students to help them with any problems they may face.
- A large, neat, and hygienic canteen facility is provided on the campus
- The institution lays prime importance in providing quality space for ladies through the provision of common / retiring rooms.

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

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

measures

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

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

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

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

Response:

The institution has facilities to segregate and dispose Bio degradable, Non bio degradable and E-waste and has adopted the following measures for its effective management.

BIOGAS PLANT: Waste from the college canteen is channelized to the fixed dome permanent structure biogas plant of size 10 meter cube. The bio-slurry is used as manure to plants. The biogas generated is a clean and renewable source of energy. Approximately 140 kg of LPG per month is saved by using the biogas. This bio waste also acts as an effective bio insecticide and thus the institution avoids the use of environmentally toxic pesticides.

INCINERATOR: The incinerator is used for incinerating waste such as paper, sanitary napkins etc. The ash generated is used as manure for plants, after mixing with cow dung.

SEWAGE TREATMENT PLANT: The institution has installed well defined sewage treatment plant to treat the waste water generated from the toilets, laboratories etc. The good water after the treatment is used for irrigating the greenery on the campus.

ELECTRONIC WASTE: The electronic waste generated is collected by a third party on a periodical basis under an MoU.

LABORATORY WASTES: Thick concrete tank is constructed a waste pit to collect and dispose hazardous chemicals, old chemicals etc. The tank will handle the hazardous waste without any contamination to nature.

Apart from these, every day cleaning and sanitization of toilets is ensured by the cleaning personnel. Waste bins are provided in the institution for collecting wastes in its first point and proper disposal mechanism is provided in the institution.

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

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

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

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

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

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

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

Response: A. Any 4 or all of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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

Response:

The institution takes several efforts and initiatives to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. The institution always encourages the students to organise and participate in different programmes organised by institution, other institutions and Government and non-governmental organisations to sensitise them towards cultural, regional, linguistic, communal and socio-economic diversities.

To sustain tolerance of diversities, the institution duly observes and celebrates festivals like Onam, Christmas, Keralapiravi and so on to ensure its solidarity with the same. Independence Day and Republic Day celebrations sensitise stakeholders about the importance of communal harmony, national integration and fraternity.

To encourage the spirit of sportsmanship, the institution organises sport events at various levels. Yoga sessions are conducted for students to ensure healthy and stress-free environment.

The various departments of the institution conduct seminars, workshops, and outreach programmes to create awareness amongst students about various possibilities - entrepreneurship, life skills, career counselling - through which the students can be self-reliant.

The institution offers freeships and scholarships to students, so that students from various socio-economic backgrounds get equal opportunity for quality education. Welfare schemes are also set up for the members of staff.

The institution extends its helping aids to its neighbourhood community at times of need and otherwise, in which students take the leading role. Such initiatives not only boost their confidence levels but also prepare students for the competitive world.

The institution has instituted uniform as dress code for students as well as teaching and non-teaching staff as part of inclusivity initiative. As a symbol of harmony the institution conducts daily class wise morning assembly in which days of importance are familiarised to student-staff audience. In order to express its tolerance towards linguistic diversities, the institution regularly conducts Hindi, Malayalam assemblies apart from the usual ones in English and also French and German languages on special occasions.

Despite the cultural diversities among students from all communities, all these initiatives allow them to interact with and know about diverse cultures and imbibe values of tolerance and harmony. In this manner they build strong bonds that traverse cultural boundaries and this enables them to treat everyone equally irrespective of their diverse backgrounds.

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

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

Response:

The life of a student is not only about the grades, degrees and passing the examinations. Students who are socially aware realise that one of their prime responsibilities is to serve the society they are a part of. It is very important for colleges and universities to imbibe a basic sense of social responsibility and sensitise students to social causes and issues, so that they are not just efficient inside the class but also act responsibly outside of it.

The institution takes many initiatives like conducting awareness campaigns, organising orientation programmes, training programmes, seminars and workshops to sensitise the future leaders to inherit human values and constitutional obligations. Ethical values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution/ Debates activities. The institution has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students. The college conducts Value Education classes to help sensitise and increase awareness amongst students towards their duties to fellow human beings and upholding the right morals in the society that they live in.

The awareness programmes are organised in collaboration with the NSS Unit and Human Excellence Department around the year. The purpose of these programmes is to ensure that the students are aware and up to date with the changes that happen around them. It also helps confirm that the students know about their rights, duties and responsibilities. Programmes like Road Safety Awareness, Cyber Security Awareness, First Aid Awareness and so on are some examples for the same. The institution establishes policies that reflect core values. The institution encourages participation of students in sports, games, NCC and NSS at national level to strengthen nationwide bond and relation.

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

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

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

Response: A. All of the above

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

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

Response:

Sahrdaya College of Advanced Studies is committed to promote ethics and values amongst students and faculty. To encourage the same, the institution organises and duly observes National festivals and other commemorative days such as Independence Day, Gandhi Jayanti, Teachers' Day, World Environment Day, International Day against Drug Abuse and Illicit Trafficking, International Yoga day and so on.

The institution practices pluralist approach towards all religious functions, by doing so, the staff and students get to know the importance of national integrity in the country in general and their role in it in particular. The celebrations are an integral part of learning and building a strong cultural belief in a student. The celebrations are organised at two levels, both at department and institutional levels. At the institutional level, days of National significance like Independence Day, Republic Day, Women's Day and so on are celebrated. The institution organizes and celebrates various national and local festivals for inculcating cultural integrity amongst the students. On the occasion of Independence Day, the national flag is hoisted and eminent persons are invited for talks to inspire students and staff thereby emphasising their duties and

responsibilities as citizens. Teachers' Day is celebrated to recognize the efforts of teaching fraternity.

Blood Donor's Day reminds the love and concern for fellow beings. "International Women's Day" is celebrated in all its grandeur and splendour under the auspices of Women Development Cell on 8th March every year. The Departments commemorate and observe days of importance of their respective disciplines like Mental Health Day by Department of Psychology, Pi Day by Department of Mathematics, Ozone Day by Department of Physics, Environment Day by Department of Geology so on and so forth to create awareness amongst students.

International Yoga day is observed to highlight how yoga can bring peace and happiness to body and mind. Pi day, Ramanujan Day are observed in remembrance of contributions of famous Mathematicians. Ozone Day and Energy Conservation Day are celebrated to inculcate an awareness on the importance of the same and thereby develop scientific temper among the students and staff. Hindi Day is celebrated as a tribute to our National Language. Reading Week is observed to highlight the relevance of reading in the era of digital media.

The institution believes in celebrating events and festivals, as it is an integral part of learning and building a strong cultural belief in students. The events and festivals organised at the institution are often celebrated with great pomp and gaiety.

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

7.2 Best Practices

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

Response:

Title of the Practice: *SAPTHASADASSU-the Seven Arenas*

Objectives of the Practice:

- To identify students of different talents in arts and literature and to encourage them.
- To enable the students to participate in D-Zone, Inter Zone, South Zone and National competitions in art and literary items.
- To divert the energy of the students for creative purpose.
- To cultivate the spirit of love, cooperation and fraternity among students.
- To retain Indian classical art forms.

The Context

Along with the impeccable and immaculate attention to academic excellence, the institution allocates equal importance to co and extra-curricular activities that hone the budding talents of the students. The idea of a common flagship body to amalgamate the various art forms under the banner of Sahrdaya College of Advanced Studies was conceived during late 2015 and was materialized in 2016. The major objective of such an initiative was to coordinate and conduct the cultural fests on the campus and thereby channel the inherent artistic talents of the students into the seven entities or *Sadassu* namely *aksharam* (literary swaram (music), *chuvad* (dance), *natyam* (stage acting), *niram* (painting, drawing etc), *roopam* (clay modelling), *drushyam* (photography), so that they can progress and thrive in their areas of artistic excellence. *Sapthasadassu* was thereby initiated. It works with its major objective, that of promoting fine arts among the students, bridging the gap between academia and art sphere. It is a confluence of pure artistry which provides the students an opportunity to unleash their talents.

The Practice

Sahrdaya College of Advanced Studies provides an excellent opportunity for the students to hone their inherent skills in the field of arts. The institution is equipped with experienced faculty members specialized in various domains of arts carrying out domain specific and multidisciplinary artistic endeavours. The areas of focus include visual, music, literary and performance arts.

Uniqueness

Selection: Students are identified based on their individual performance on the selection day which is coordinated as 'Arts Desk' during the admission procedures.

Option: The candidates can opt to join any *Sadassu*, based on their artistic interest and talent.

Grouping: The next step will be to assign the entire students and staff members into one of the Four Houses – Diamond, Sapphire, Emerald, Ruby – which should be an equal distribution of members of the individual *Sadassu*. Office bearers in various capacities are to be elected from among students and staff.

Session: Regular training sessions for the students belonging to various *Sadassu* are scheduled for various events which are led by specialized trainers. A separate schedule is allotted for the students to practice which never affects their academic sessions. They are allowed to practice at the rooms designated for the same and their performance is monitored regularly and guided by the *Sadassu* in charges.

Provision: The students are entitled to participate and represent the institution in various university arts fests. They are provided with necessary equipments required for practice and financial aid if needed.

Counseling: Periodical counseling is provided for the students to look at victory and defeat equally and to balance their academic career. Constant motivation and guidance is provided to them by the *Sadassu* in charges.

Academics: The exposure and honing of artistic talents help a student to excel in his/her academics. Only very few instances of academic mediocrity have come to notice. These students are good at proving and establishing their prowess (academics & non-academics) simultaneously.

Evidence of Success

The Institution provides ample opportunities to develop talents in different forms of art. In addition to the activities of the Fine Arts, students are encouraged to participate in competitions held outside the campus. The institution has marked its indelible representation in the **University Arts Fests**. Banking on a tenacious performance over the past years, Sahrdaya College of Advanced Studies, Kodakara, never misses to take a clear lead in the University of Calicut - D Zone Arts Fest. The institution then goes on to further its calibre in the South Zone – Inter-university and National Arts Fests in which the students stay steadfast with flying colours.

Problems Encountered and Resources Required

A constant problem we encounter is the shortage of time because of the rigid academic schedule. With the introduction of the semester system and with introduction of many other extracurricular activities on the campus we are constrained to limit the activities within the time frame.

Title of the Practice: SAHRDAYAM-Community Development Initiative

Objectives of the Practice:

- To generate among the faculty and students a deeply ingrained urge to be informed about and to be involved in community issues and causes.
- To transform the valuable youth energy to serve the society.
- To foster among faculty and students spontaneous and joyous response to volunteer and social action.
- To ensure active and creative societal involvement in the development of students through collaborating with communities related to it.

The Context

As the institution is situated in a rural area, most people are economically weak and need assistance - economical, educational, medical and skill sets. Setting energetic youngsters at the centre of development processes can ensure inclusive and sustainable involvement. *Sahrdayam* is a programme that enables the students to organise ample and affordable support programmes for the local community. The upcoming generation needs to be sensitive to these people and this sensitiveness would make them appreciate the under privileged and indulge in humanitarian activities.

Practice

In collaboration with the Local Bodies, students of the institution have been conducting different social service activities. The services are extended to almost every nook and corner of Kodakara Panchayath and have been continuing for several years.

1. Meals for the needy (Monday Meal): The Department of Value Education had decided to provide meals to the needy people in the poor home at Kodakara, namely Emmanuel Kripa. This is a home for the mentally disabled Women run by a private trust and managed by Rev.Sr. Jancy, who has dedicated her life

for the upliftment of such helpless mentally challenged women. The Department, realizing the need to inculcate the Value of sharing, decided to motivate the students to provide lunch to the inmates of Emmanuel Kripa once in a week - on Mondays.

2. **Blood Donation Camps:** Students are always active contributors when it comes to donating blood at times of casualty and actively participate and coordinate awareness programmes.

3. **Covid Outreach Activity:** In the wake of Covid-19 pandemic, the institution deliberately launched the *Covid Outreach Activity* in an attempt to amalgamate all the endeavours of social commitment under a common banner. It began with the **distribution of facemasks and sanitizers to the public** which signified the institution's motive to ensure the safety of the public as its prime concern.

In order to raise awareness regarding the importance of vaccination in confronting the Covid -19 pandemic, a **survey was conducted by the Covid Cell** of the institution on 16th April,2021 . 5 teachers and 15 students constituted the team for conducting the survey. The survey aimed to evaluate the knowledge, attitude, and practices of the participants towards the Corona virus vaccine and to further encourage them to take full dose of vaccine. Data were collected from the people residing in Pulipparakunnu Ward 16 of Kodakara Grama Panchayath. The NSS unit of the institution arranged an **awareness programme in Kodakara to raise awareness against Covid -19** and the importance of taking vaccine.

The NSS unit of the college observed the NSS Day by **distributing Covid prevention kit to the public**. As the second outreach activity in Covid-19 pandemic, the institution **distributed prevention kits to the employees of MGNRE**(Mahatma Gandhi National Rural Employment Scheme) and to the auto drivers of Kodakara Grama Panchayath, in order to create among them awareness on preventive measures. SCAS arranged an outreach programme - **Reach to the Unreachable** at kudumbasree hall of Kodakara panchayath on June 08, 2020.

The NSS volunteers conducted **DISHA: a post-covid socio-economic survey**. The students visited around 120 houses as part of this and conducted a detailed study in order to identify the necessities of the people. Considering the psychological impact of Covid-19 on the students, the Counselling Cell of the institution offered **counselling services to the Covid-19 affected students and their families**, as and when required. The College management insisted on giving due concern and special attention to students and families directly affected by the pandemic. In the difficult situation of the pandemic and lockdown, the students had a tough time dealing with the sudden change in their routine and lifestyle.

As part of the fight against the second wave of Covid-19 virus, the institution handed over **Medical Equipments to Kodakara Panchayath**. The programme was inaugurated by distributing medical kits to 20 wards of Kodakara Panchayath by Finance Officer Fr. Shaju Chirayath by handing over medical equipment kits to Kodakara Panchayath President Shri. Ambili Soman. The medical kit included pulse-oximeter, digital thermometer and steamer.

The institution extended its hands towards the under privileged by organizing the distribution of Covid-19 prevention kits to the inmates of the **Sasthampovam tribal community** on 4th June 2020.

4. **Relief and rehabilitation programmes during the Kerala Floods in 2018 & 2019:** The institution in collaboration with the Health Department of Kerala actively initiated various outreach activities as part of flood relief including food kit and medicine distribution. Free medical camps and counselling services were arranged for the affected community.

5. Initiatives of Nature Club: The Nature Club always stays alert in creating awareness on sustainable environment and hence students engage in various activities including sapling distribution and cleaning initiatives of public spaces.

6. Construction of houses: The institution is offering community services including charity measures and social services in an unparalleled scale which is evident from construction of houses for the needy. Extending financial aid for the repair and maintenance of houses are also provided in this regard.

7. Training sessions for the public: The institution addresses the illiterate and marginalized sections of the society with a keen interest so as to ensure that illiteracy is eradicated. The institution has initiated **training sessions and classes on basic English skills and IT-literacy programmes** in precept with this.

8. Career Guidance programmes: The institution organizes various career guidance programmes and appreciates the achievements of children from local community in arts and sports.

9. Career Expo: Identifying the employment needs of the public, the institution organizes career expos which are exclusively free.

10. Welfare programmes for differently abled: The institution organizes various welfare programmes for the differently abled including culture meets and nutrition programmes for the pregnant women and children of the Panchayath, which is a testimony for its concern towards the under privileged.

Evidence of success

The Human Excellence Department of our institution is highly successful in delivering sustainable and meaningful orientation programmes for the students which is evident for the zeal and enthusiasm the students express, while engaging in such community development initiatives. The social outreach programmes has inculcated among the students an empathetic attitude towards the sick, aged and disabled people. This was noticed during the Covid-19 pandemic times when the students on their own volunteered, in their respective areas of residence, to render service in collaboration with the Health Department. A vibrant platform of hundreds of Nature Club members is successful in organizing cleaning activities and pollution eradication measures in the community. The students sensitize the community on sustainable environment measures. Students are now more interested in nature preservation and environmental protection activities. We can easily identify many areas where there is a concrete role for the students in fund-raising, spreading awareness and even providing psychological support to the needy people. The community and the local bodies wholeheartedly support our students in the activities. As envisaged in the mission statement of the institution, the project is on its successful path in fulfilling its mission. The output of the project is measured and evaluated by the progress made during the last years.

Problems Encountered and Resources Required

The project is supported financially by the staff, students, alumni and well-wishers. But the effective functioning of the project activities need extra funding. This is usually met by support from well-wishers. The scarcity of such well-wishers in this area does pose a threat to the financial stability of the project. Being a Self-financing institution, the institution has financial constraints on unleashing the full potential of various events and it needs to be solved by availing public-private participation or by setting up a special fund for the purpose.

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

7.3 Institutional Distinctiveness

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

Response:

Sahrdaya College of Advanced Studies is a prestigious undertaking of Irinjalakuda Diocesan Educational Trust managed by Syro-Malabar Catholic Diocese of Irinjalakuda. The college established in the year 2012 envisages endowing to the Nation, a zealous group of dedicated and industrious citizens. The focus on the integral development of our students by nurturing their talent in arts and sports along with academics is our uniqueness.

The institution offers 15 Under Graduate and 5 Post Graduate Programmes along with numerous National as well as International Professional Programmes making Sahrdaya the pioneer institution to offer Professional Programmes in a Campus environment in Kerala with 2334 students from across 14 districts of Kerala as well as from outside.

The institution had 7 thrust areas in its strategic plan namely -Access to higher education, Student Experience, Infrastructure, Sustainability, Employee Oneness, Quality initiatives and Partnerships. In order to achieve the first thrust area of **access to higher education** the institution had as its goal to commence 10 New UG and PG Programmes, provide Certificate/ Diploma Courses in collaboration with various institutions of repute thereby enabling all students to complete at least two certificate courses at graduation and increasing hands on learning experience of students through internships and projects other than curriculum making them industry ready.

Vision of the institution is to **impart knowledge to excel in one's personal and professional life thereby become self sufficient in the spiritual, intellectual and social levels to be contented and refined human being** The institution has established its distinctive approach towards this comprehensive vision by modelling it in the form of **Value added Programmes, certificate courses and capacity building initiatives like Communicative Skills, Soft skills, Competitive exam training, Placement training, Life skills** through certificate course in Yoga to all the students right from its inception. The institution also organizes events to develop their skills through multi faceted activities like Institution's Innovation Council, Entrepreneurship development programmes, Ethical and Human value development through Value Education programmes, various seminars, workshops and outreach programmes.

The Institution focuses on four aspects essentially: Global Standards, **Value-based Education**, Interdisciplinary Research, and Sustainable Development. It has a rich tradition and culture of inculcating in the young minds a strong sense of self-reliance and resourcefulness. The institution, true to its vision, imparts not just skill-sets but also ensures holistic development and grooms the students to be self-confident and independent. To that end the institution has entered into various **MoUs** with institutions and

bodies of national and international repute to offer value added programmes in finance, accounting, logistics, aviation, English language, IT, sustainability and other sciences thereby providing contextual subject knowledge in their domain so that we can mould future ready University graduates. These programmes are designed keeping in mind the industry requirements thereby **bridging the gap between the industry and University curriculum**. This not only helps the students in getting a clear career focus from the very early stage of their higher education but also helps them to enter into career easily.

The Human Excellence Department specifically focuses on personality development of the students through various programmes like Soft skills training, Communicative skills training, placement training, training for competitive exams and life skills.

Ethical values is the foremost interest of the institution and is engraved in the institutional mission **to mould a new generation that upholds integrity, maturity and righteousness in every thought, deed and shape up their God-given talents for the good of humanity through friendship, education and commitment**.. To achieve its mission the institution provides Value Education Programme offered by the Chair for Christian Studies and Research of the University of Calicut where various concepts in value based living, brotherhood, social commitment, community participation, national integration so on and so forth are imparted. Students are motivated to visit orphanages, old age homes, palliative care etc to inculcate the habit of sharing and caring.

Since 2019 after the inception of Internal Quality Assurance Cell, the institution has ensured that all its students are provided with a minimum of **two add on programmes** by the time they complete their UG or PG degree apart from capacity building initiatives thereby providing holistic development of the students moulding them into complete citizens as envisioned in the larger goal of the institution.

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- University toppers every year.
- University ranks in Value Education.
- **Third Best College** among the affiliated colleges of University of Calicut, in **Sports**, during the year 2020-'21 for **overall** performance.
- **Third Best College** among the affiliated colleges of University of Calicut, in **Sports**, during the year 2020-'21 in **Men** section for **overall** performance.
- Dr. Rani M.J was Reviewer of the Journal Annals of Fuzzy Mathematics and Informatics (ISSN: 2093-9310) in 2017.
- Dr. Rani M.J was Reviewer of Annals in Fuzzy Sets and Systems (ISSN: 0973-421X) in 2018.
- Dr. Varghese Paul K is member of International Psycho-Oncology Society, USA.
- Dr. Varghese Paul K is member of American Psychological Association.
- Dr. Varghese Paul K is the recipient of Life Time Achievement Award instituted by Athma-My Mind My Care.
- Students have secured global and national ranks in ACCA examination.

Concluding Remarks :

Sahrdaya College of Advanced Studies, Kodakara, with its motto **Ever to Excel**, focusses on the holistic development of all its stakeholders. The institution ensures curriculum delivery with emphasis on social commitment which helps in moulding students of the institution, into contented and refined human beings. With this in view, the institution channelises all its initiatives with a global outlook to contribute to the larger society. This has helped the institution to create a space for itself in the higher education domain of the country, within nine years of its establishment.

The institution functioning in the self-financing sector aspires to attain global standards in the upcoming years through strategic planning and collaborations and linkages with national and international organisations of academic excellence to offer twinning programmes to promote research and global citizenship.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>27</td> <td>20</td> <td>16</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI has not provided supporting documents as required</p>	2020-21	2019-20	2018-19	2017-18	2016-17	30	27	20	16	10	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
30	27	20	16	10																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	0																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2334</td> <td>2432</td> <td>1645</td> <td>1365</td> <td>539</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : input edited as per metric 1.2.2</p>	2020-21	2019-20	2018-19	2017-18	2016-17	2334	2432	1645	1365	539	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
2334	2432	1645	1365	539																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	0																	

1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p><i>1) Students</i></p> <p><i>2) Teachers</i></p> <p><i>3) Employers</i></p> <p><i>4) Alumni</i></p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: E. None of the above Remark : HEI has not provided sample feedback forms as sought by DVV</p>
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: E. Feedback not collected Remark : HEI has not provided sample feedback forms as sought by DVV</p>
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 409 Answer after DVV Verification: 338</p> <p>Remark : excluding the experience of physical education teacher and teachers who have left the institution</p>
3.3.1	<p>Number of Ph.Ds registered per eligible teacher during the last five years</p> <p>3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years Answer before DVV Verification : 14</p> <p>3.3.1.2. Number of teachers recognized as guides during the last five years Answer before DVV Verification : 5 Answer after DVV Verification: 4</p>

3.4.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 430 1046 564"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>21</td> <td>17</td> <td>9</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 645 1046 779"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>21</td> <td>17</td> <td>9</td> <td>9</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	50	21	17	9	9	2020-21	2019-20	2018-19	2017-18	2016-17	50	21	17	9	9
2020-21	2019-20	2018-19	2017-18	2016-17																	
50	21	17	9	9																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
50	21	17	9	9																	
3.4.4	<p>Average percentage of students participating in extension activities at 3.4.3. above during last five years</p> <p>3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1097 1046 1232"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1423</td> <td>2432</td> <td>2416</td> <td>2073</td> <td>1502</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1312 1046 1447"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>151</td> <td>254</td> <td>287</td> <td>267</td> <td>354</td> </tr> </tbody> </table> <p>Remark : student count as one if the same student has participated in more than one activity in the same academic year</p>	2020-21	2019-20	2018-19	2017-18	2016-17	1423	2432	2416	2073	1502	2020-21	2019-20	2018-19	2017-18	2016-17	151	254	287	267	354
2020-21	2019-20	2018-19	2017-18	2016-17																	
1423	2432	2416	2073	1502																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
151	254	287	267	354																	
4.1.3	<p>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities</p> <p>Answer before DVV Verification : 68</p> <p>Answer after DVV Verification: 12</p> <p>Remark : number of classrooms and seminar halls with ICT- enabled facilities seems 12</p>																				
4.2.4	<p>Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year</p>																				

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

Answer before DVV Verification : 340

Answer after DVV Verification: 00

Remark : HEI has not provided supporting documents as per SOP

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2340	520	544	450	213

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
101	151	163	103	15

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2334	520	544	450	213

Answer After DVV Verification :

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

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

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

Answer before DVV Verification : A. All of the above
 Answer After DVV Verification: E. None of the above
 Remark : HEI has not provided supporting documents as per SOP.

7.1.4

Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : A. Any 4 or all of the above
 Answer After DVV Verification: B. 3 of the above
 Remark : input edited as per provided document

7.1.5

Green campus initiatives include:

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

Answer before DVV Verification : A. Any 4 or All of the above
 Answer After DVV Verification: B. 3 of the above
 Remark : input edited as per document

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>435</td> <td>422</td> <td>435</td> <td>421</td> <td>322</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>435</td> <td>422</td> <td>431</td> <td>419</td> <td>321</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	435	422	435	421	322	2020-21	2019-20	2018-19	2017-18	2016-17	435	422	431	419	321
2020-21	2019-20	2018-19	2017-18	2016-17																	
435	422	435	421	322																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
435	422	431	419	321																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>21</td> <td>21</td> <td>21</td> <td>18</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	20	21	21	21	18										
2020-21	2019-20	2018-19	2017-18	2016-17																	
20	21	21	21	18																	

Answer After DVV Verification:

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

2.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 74

Answer after DVV Verification : 65

2.3 **Number of Computers**

Answer before DVV Verification : 240

Answer after DVV Verification : 179

MAAAC