YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	Government Arts and Science College, Kondotty
• Name of the Head of the institution	Dr. Abdussalam K
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04832945101
• Mobile no	8589002882
• Registered e-mail	kondottygc@gmail.com
• Alternate e-mail	salammanu@gmail.com
• Address	Vilayil Temple Road
• City/Town	Vilayil Parappur
• State/UT	Kerala
• Pin Code	673641
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Calicut**
• Name of the IQAC Coordinator	**Dr. Abida Farooqui**
• Phone No.	**9446764091**
• Alternate phone No.	**9446764091**
• Mobile	**9446764091**
• IQAC e-mail address	**iqackondottygc@gmail.com**
• Alternate Email address	**drabidafarooqui@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.09**	**2021**	**28/12/2021**	**27/12/2026**

6.Date of Establishment of IQAC	**07/03/2019**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
State Government	**Plan and Non Plan**	**State Government**	**2020-21**	**4338109**
MLA fund	**LAD**	**State Government**	**2020-21**	**141600**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Introduction of MOODLE 2. Upskilling faculty and students for online teaching and evaluation 3. Took steps for NAAC Accreditation - filling up of IIQA and submission of SSR 4. Took lead for organizing international webinars 3.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Introduction of MOODLE	**All programmes switched over to MOODLE that was hosted on college webiste**
Upskilling of faculty and students on online teaching and evalutation	**Training programmes held**
Took steps for NAAC Accreditation	**IIQA and SSR submitted**
Took lead for organizing international webinars	**International webinars were conducted**

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	31/03/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	203

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	639

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	356

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**191**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**33**

File Description	Documents
Data Template	[View File]

3.2 Number of sanctioned posts during the year	**30**

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**54.27173**
4.3 Total number of computers on campus for academic purposes	**58**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution offers 2 PG and 5 UG programmes and one diploma

course of NCPUL. It has an effective methodology for implementing the curriculum in tune with the vision and mission of the college, executed through College Council, IQAC and Departments. The college strove its best to maintain this system even during the pandemic that necessitated reliance on online modes of instruction. The college completely switched its teaching learning into MOODLE platform, receiving applause from DCE (Directorate of Collegiate Education) for being the first institution in the state to incorporate the new methodology in a full-fledged manner. MOODLE is hosted on the college website. Induction programme for new students was conducted online. Regular feedbacks from all stakeholders enabled the institution to assess its performance in a time-bound manner. Online student feedback was collected to assess the performance and to measure their level of satisfaction. The practice of identifying slow learners and advanced learners through tests and devising special programmes to address their academic needs were conducted during this year also. Mentoring sessions were offered to students (online during the pandemic and offline after reopening) to support students additionally. Six international webinars with experts from foreign universities were conducted

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/drive/u/1/my-drive

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college prepares its academic calendar in consultation with the academic calendar published by the University of Calicut from time to time. The college calendar gives specific details of the following: Programme and Course details, department and faculty profiles, tentative schedule of University examinations and internal exams, tentative dates of academic events like, bridge course, induction and orientation programmes, details of add-on and certificate courses.Departments follow the academic calendar and plan their academic activities accordingly. They ensure that the various components of CIE like seminars, assignments and tests are completed as per the calendar schedule. This system helps the students to gain an overview of the college, andto be well prepared for CIE.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gasckondotty.ac.in/assets/images/slider/57011248ba73501cd8852216d3981004.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

11

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

282

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The college has an inclusive perspective of education that integrates crosscutting issues. Many programmes offer courses (language courses in particular) that deal with issues relevant to ethics, gender, human values, environment and sustainability. Clubs and forums conduct myriad activities that address this issue. Regarding professional ethics, the college has formulated a Code of Ethics. Besides the Ethics committee monitors the successful implementation of Code of Ethics. Display Boards sensitize students on proper conduct. Women's Cell acts as an agency to empower women. Women's Day was celebrated online on March 8. The college has separate toilets for men/women and a ladies' restroom. The college has a well-formulated gender policy. Human values are displayed on the campus. The college has an ambient atmosphere that facilitates cooperation and values of caring and sharing. Staff Club programmes ensure cordial relations among staff. WE-WITH-YOU provided smartphones and free data-subscription to needy students during the

pandemic. The college has PAIN AND PALLIATIVE unit. The campus is environment-friendly and adopts NO-PLASTIC Policy. There are segregated waste collection system, biogas plant and three incinerators for sanitary napkin disposal. Organic farming is done in the campus.There is rain harvesting system.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

240

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/spreadsheets/d/19z7k fdrs_eJdA1o2LJq9Nizd1ZjaR3IuEQeSE5GhpYk/edit ?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/spreadsheets/d/19z7k fdrs_eJdA1o2LJq9Nizd1ZjaR3IuEQeSE5GhpYk/edit ?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

239

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

117

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has a well-formulated strategy for catering to the academic requirements of slow and advanced learners named ADVANCED – SLOW LEARNERS POLICY. Departments identify learner levels by conducting GASCK-LAT (Learner Assessment Test) for first year UG students within one month of their admission and grade them according to their performance. After this grading,slow learners are given sessions by teachers (remedial teaching) as well as advanced learners (peer teaching) on tough portions. In addition to this, advanced learners are given more challenging tasks under the progamme TOUGH-NUT CHALLENGE- The teacher assigns challenging topics for assignment, seminar or presentation at classrooms or general forums of the college. Due to the pandemic, these activities were conducted in January 2021 when offline sessions resumed. The library has reference materials on major competitive examinations The college has Research Forum aimed at developing research potential of advanced learners, by providing opportunities to present papers, lead discussionsetc.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/18RfOFVEuD-IFMAB_0PkKU3J6XDJ_QbhO/edit?usp=sharing&ouid=11682472564134400436&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
639	33

File Description	Documents
Any additional information	View File

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

The college envisages a participatory approach to teaching –learning process. The following strategies to ensure participative and experiential learning.

1.PG students teach UG students: MA English and MSc. Maths students are assigned some topics from UG syllabus to teach in UG classes under the supervision of the faculty member.

2. The practice of ELT students teaching school students could not be held during the year because schools were closed due the pandemic.

3.Students of BCom and BSc. Maths are taught practical computing in the Computer lab. BTHM students are given training in food production, hospitality service, front office management, and housekeeping as part of their curriculum.

4. All the departments in the college practice participatory learning methods like discussion, debate, seminar presentation, quiz, etc.

5. Students from BTHM and BCom given practical training/ internships in firms. Due to COVID restrictions, internships were not conducted

during the year.

7. All departments in the college have clubs and forums focusing on areas related to their discipline that provide platforms for studentsformulti-dimensional experiential learning.

8. The regular management meet of Commerce Dept. could not be held this year due to COVID restrictions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college promotes ICT-enabled learning as a means to complement as well as augment teaching-learning. COVID-induced pandemic was a blessing in disguise in that it gave teachers and students an opportunity to get updated with latest online teaching methods. The college completely switched over to MOODLE platform for teaching, learning and evaluation. Being the first government college to implement this, Directorate of Collegiate Education applauded the college and cited the practice as worthy of emulation. MOODLE was hosted on the college website. All teachers have laptops/Tabs, that are used in teaching -learning process. Teachers use PPT and other related software to make the classes more interesting and multi sensory. Out of 19 classrooms 15classrooms have inbuilt projectors. The college offers Wi-Fi hotspots for students to access internet free of cost. All departments have access to high speed internet (NMIECT) through Wi-Fi /wired connections. Each department has its own digital library that provides e-books to students. All departments have common desktop computers and multi-functional printers. Teachers and students are encouraged to upload their e-lectures on the college website.

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

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

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

76

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college strictly follows the rules and regulations prescribed by the University of Calicut in connection with internal evaluation. It has its own mechanism to ensure transparency and fairness in awarding internal marks. The following measures are taken in this regard: Teachers conduct unit tests, monthly tests, etc and record the marks secured by each student, which form a major component of internal marks. Internal evaluation comprises internal examination, seminar or assignment and classroom participation. The overall performance of the student and participation in classroom activities are also given due weightage. In addition to this the college has centralized internal examination for each semester. Internal marks are published in the respective department notice boards. Students are given enough time to raise their grievances. They can make use of the three-tier mechanism viz.department-level, college -level and university-level grievance redressal committees.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

The College has a systematic grievance redressal system to redress grievances of students related to internal assessment marks as well as grievances related to university results. There exists a three-

tier system for redressal of grievances of students with respect to internal assessment marks – department-level, college-level and university-level. Students may approach the faculty concerned if they have any exam related grievance. If not satisfied, they may approach the Head of the department. They may also approach the STUDENT'S GRIEVANCE REDRESSAL COMMITTEE, if their grievances are not satisfactorily redressed at the department level. The committee redresses the grievance, if there is any merit in the claim, and settles the case. Students may also make use of the university level mechanism if the grievance is not satisfactorily redressed at the college level. Since the external examination is completely under the control of the university the college directs students to use university mechanism, if the nature of the grievance is related to marks awarded. Any other grievance (out of syllabus question, pattern change etc) is brought to the attention of the Controller of Examinations. Additional Chief Superintendent of examination of the college may intimate the university regarding the same.

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

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.

The college offers five UG and 2 PG programmes, all of which have well defined programme outcomes and course outcomes. All programmes are designed and programme outcomes and course outcomes are framedby the respective Board of Studies of the University of Calicut.These are clearly stated in the respective syllabi,and University website. The college has the following mechanism to appraise the students and faculty members of the POs and COs:

1.The college website (https://gasckondotty.ac.in/) provides an overview of each programme and detailed description of POs and COs.

2.Induction Programme conducted at the beginning of each year (held online this year) devotes one session for describing POs of each programme.

3.Bridge Course offered by departments communicate COs to new students in a detailed manner.

4.Each course is assigned to a teacher (though it is taught by different teachers) who is responsible for coordinating internal marks and communicating COs of that course.

5.Special sessions are arranged by the departments to communicate the COs of project or dissertation.

6.Students are provided handbooks(that comprises all basic information of the programme) at the onset of each semester.

8. The college calendar provides brief outline of each programme.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The attainment of POs and COS are evaluated through the following measures:

IThe college has a very effective internal evaluation system, of which a major component is written tests (both centralised and individual).

Assignments/ Seminars/ Debates and other classroom activities helpto gauge the level of achievement in terms of COs.

Performance of the students in the university examinations is a clear indication of the attainment of POs/ COs. The college regularly maintains a pass percentage of 80 and above in all programmes. Result Analysis done both Semester -wise and Batch- wise help the college to evaluate the attainment of POs/Cos.

Admission to higher studies and placements are clear indicators of the attainment of Programme Outcomes. Many of our students securedadmission in Central /State Universities and aresuccessfully employed both in private and government sectors.

Feedbacks collected regularly from students, alumni and employers enable us to evaluate the attainment of POs.

Projects submitted by students as part of their curriculum are reflective of the totality of all the skills they acquired during the programme.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

163

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<u>https://drive.google.com/drive/folders/1-VtHqm_b8-oYJB01lYvWiu1K1LPyhCzF?usp=sharing</u>

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college takes proactive measures for effective implementation of its programs by creation of an ambient academic ecosystem. Faculty members are actively involved in research, publication and presentation. 14.8 percent of the permanent faculty members are research guides. Some of them are members of Board of Studies. The books of Dr. Abdul Latheef V (authored) and Dr. Abida Farooqui (edited) have been prescribed for common courses of the University Curriculum. Dr. Abdul Latheef V and Abdulatheef K authored Pre-School Packages for leading school networks. 51.8 percent of faculty are PhD holders and 11.1 percent are pursuing PhD. Certificate Course in Research Methodology, a joint venture of English and Mathematics Departments introduces students to the world of research. The major departments as well as allied departments organized international webinars with resource persons from foreign universities. Students are also actively involved in knowledge generation and transfer. PG Students of the college engage sessions for UG students. ED club of the college conducted a workshop on paper file making on 10.3.2021. Students are taken on field visits to expose them to get practical knowledge. Such visits were minimal during the COVID period.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The college envisions that education will be complete only if it is integrated with societal needs and requirements. To achieve this goal various bodies in the college organized diverse programmes during the last five years. The usual extension activities of the college suffered a jolt during the COVID-induced pandemic period. Nevertheless, the new situation also demanded new forms of philanthropy and extension. The annual 7-day NSS camp titled 'e-camp' was conducted this year on online mode. A survey on usage and disposal of plastics in the area was conducted. An awareness on COVID virus and the imminent threat of second wave by Dr. T.V. Vaisakh was conducted. A healthy food preparation drive was conducted and videos of the same were shared. Major days like World Tobacco Day and World Environment Day were observed online. Oximeters were arranged and distributed to COVID-Care Centres under the programme Oxichallenge. Paper pens were made and handed over to NSS Department of Calicut University. Fund collection for House a Year was done and construction work was begun when COVID restrictions were eased. NSS volunteers also engaged classes for the children at CBMS orphanage.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1F5SHojh11t4 bMRm4ZdZk6tK7VVHp23Yb/view?usp=sharing
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1050

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

6

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

7

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

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.

The college has adequate infrastructural and physical facilities to facilitate teaching-learning process. There are nineteen classrooms of which fifteen have inbuilt LCD projectors and two seminar halls. There are three laboratories in the campus: Food Production Lab for BTHM, Service lab for hospitality and Computer Lab.

The library has 8133 books and subscribes to 6 periodicals, 6 journals and e-resources like N LIST, e-journals and Digital library. It has an LCD TV with internet facility to provide information updates. It is fully automated and uses KOHA software.

All departments have spacious rooms with sufficient seating and storing facilities , computers, multi-functional printers and

laptops.

The college office is fully automated using e-platforms like DDFS, ePose and College –mate. It is well furnished and has fulltime internet access. Exam Control Room keeps all valuable documents related to university examinations.

There are specific rooms forbodies like IQAC, NSS, JEEVANI, Career Guidance Cell, Physical Education and for clubs like Staff Club, Women Cell, Ladies Room. The college has three-phase electricity connection, petrol-powered generator of 3 KV and power back-up system with 30 Battery cells of 150 AH each and five portable mini-UPS. Uninterrupted internet is available.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1br3ugHUPLdf cgyuFGsvPV6ZPy9Kv2eEC/view?usp=sharing

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

The college has been able to acquire all the basic facilities for the smooth conduct of cultural activities. The college has very spacious (more than two acres) playground adjacent to the semi-permanent block. Though it is not owned by the college, VPAUP trust has permitted the college to use it for all its cultural activities, sports and games. There are facilities for indoor games like Table Tennis, Carroms, and Chess. There are facilities for yoga, wrestling and judo.

The area located near the main entrance of the college is envisioned as a multi-purpose sports arena. The fund for this project has been sanctioned and the construction is under progress. The college has a badminton court near the semi- permanent building.

There is an outdoor stage with green room (constructed from LAD fund of MLA), the construction of which had been completed during the year.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://drive.google.com/file/d/1br3ugHUPLdf cgyuFGsvPV6ZPy9Kv2eEC/view?usp=sharing</u>

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>https://drive.google.com/file/d/1a2t-fw9VXJN C--TJttH3LYJtLTBkf12c/view?usp=sharing</u>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

37.61227

File Description	Documents
Upload any additional information	<u>View File</u>
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

4.2 - Library as a Learning Resource

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

The college library has a well-furnished library with stacking and reference facility. It has 8133 number of books and subscribes to 6 journals and 6 periodicals. The library has installed KOHA software that includes facilitiesfor acquisition, circulation, cataloguing, serials management, flexible reporting, label printing, offline circulation, etc. Currently library services and functions like adding to accession register, issuing books, returning books, and searching are done through this software. The members can locate any book using the search option in KOHA using the computers provided in the library. The barcode scanner in the library is used for issuing and returning books.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.059

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

650

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has augmented its IT facilities incrementally over the years and has achieved consistent growth in terms of IT infrastructure. It hasprocured 58 computers(desktops and laptops), 16 LCD projectors, 2 smart TVs, 5 multi-functional printers and adequate backup system (4 batteries of 150 Ah +3 KV UPS). Regarding internet connectivity, the college had installed NMIECT connection and LAN facilities. Besides all departments were provided with wi-fi connectivity and hotspots for students. During the pandemic, the college made a giant leap in facilitating technology-enabled learning by adopting MOODLE e-learning platform. Entire teaching, learning and evaluation were conducted through MOODLE, which was hosted on the college website. This initiative won special applause from the Directorate of Collegiate Education, citing it as worthy of emulation

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://docs.google.com/document/d/1Xcp3CYaIeXvTcORJUneRTlj4ddRAAVbf/edit?usp=sharing&ouid=116824725641344004364&rtpof=true&sd=true

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

16.65946

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

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.

The college follows a systematic procedure for maintaining and utilizing physical, academic and support facilities giving thrust to ensuring transparency and accountability. Statutory bodies like College Council, Purchase Committee, Infrastructure Management and Maintenance Committee facilitate this process. The College Council is the apex body responsible for the entire functioning of the college, including the maintenance and utilization of all the facilities of the college. Purchase Committee is responsible for the entire purchases. Infrastructure Committee analyzes the requirements of the college regarding infrastructure and allots facilities for the same. Annual stock verification of library, furniture, laboratories, computer and sports equipment are done after which damaged items are disposed as per government policy. Damaged furniture is repaired with funds from PTA. Annual Maintenance Contract (AMC) has been signed with Technohub for maintenance of electronic equipment and Bright Electricals and Plumbing for electrical and plumbing.

The college has a new academic building and two old blocks with 19 classrooms, laboratories, library and so on that are fully utilized for conducting regular classes and the activities of various clubs and forums.

Academic excellence is ensured through Departments and monitored by IQAC and the College Council. The administrative wing offers support facilities.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://drive.google.com/file/d/1aMex3RJ0wkb ZLG-saUFbp-lqdSPjJVWn/view?usp=sharing</u>

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

817

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://drive.google.com/file/d/1WPuV1xvJxthuLFV5e4eX3sD0HddFPenC/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

198

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

198

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

32

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

The college envisions that the successful implementation of the curriculum will be possible only if all the stakeholders are fully involved in the process. To ensure this various bodies give adequate representation to all stakeholders. Students form the most important stakeholder of the education system. So the college gives due representation to them in all the following administrative/ co-curricular and extra-curricular bodies.

1.Student Council: The College has a democratically elected student union for each academic year. However due to the COVID pandemic, elections were not held during 20-21.

2. There is one student representative in IQAC.

2.College Development Committee has representation from Students Union and Alumni, which give them enough opportunity to play key roles in the development of the college.

3. Library Development Council, Canteen Committee etc. also have student representatives. 4.Committees like Anti ragging and Women Cell also have student representatives.

5.The entire activities of NSS are planned and executed by the student committees lead by various secretaries of NSS.

6.Various clubs and forums under the departments have student coordinators.

7.Departmental Association activities are planned and executed by the elected Secretary.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1w5m4nlCapXnSb3ubBa_ebn2oAyxEmcC5/view?usp=sharing
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

The Alumni Association is registered under Societies Act. The major focus of the Alumni is to support the college to achieve its mission. To achieve this goal, the alumni has engaged in the following activities:

Financial Assistance: The alumni contributed money to buy oximeters to neighbouring PHCs during the pandemic.

Higher Education Guidance: The alumni organize orientation programmes for higher studies and placements. Such programmes were minimal during the pandemic.

Interaction with current students: The alumni arrange interactive

sessions to the current students on career opportunities, their experiences regarding higher studies and career and so on from time to time. Such programmes were minimal during the pandemic.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1K5DgZQ2Rh6T SZIY_d1tATnryUp1nRizj/view?usp=sharing
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

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

The college is striving to attain a unique position in the higher education field of Kerala in terms of its innovative practices, academic vibrancy and extra-curricular activities. It is completely under the supervision of MoE, Higher Education Department and Directorate of Collegiate Education. The college follows the instructions of the University of Calicut with regard to academic affairs.

The Principal is the chairman of all administrative and academic bodies. The College Council advises and assists the principal in all academic, administrative and other related activities of the college. IQAC monitors the academic activities of the college. The college has prepared strategic plans for the periods 2015-2020 and 2020-2030 . The first strategic plan was successfully implemented by 2020. Purchase Committee monitors effective utilisation of funds allotted to the college.

Discipline Committee takes necessary measures to address disciplinary issues.

Department Heads lead all departmental activities and ensures the

functioning of their departments in line with the vision and mission of the college.

PTA of the college extends supports for the overall development of the college by timely intervention and financial support. Other bodies like Student Union, various committees and clubs ensure pursuance of excellence in academic and non-academic domains.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/1/my-drive
Upload any additional information	View File

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

The college follows a systematic and decentralised modus of operandi for its day to day administrative affairs as well as for its deployment of long term and short term goals. It is effectively implemented through the faculty members, non-teaching staff and students of the College and thus caters to the needs of its stakeholders. The practice of decentralization is exercised by giving to the faculty members and students charge of important forums and clubs such as NSS, Reader's Forum, Internal Examination committee, Career Guidance Cell and Research Committee. Students have active involvement in organizing activities of NSS, SIP and other initiatives. Suggestions from all stakeholders are collected through regular feedbacks and implemented by Departments and Councils. The College Council, the supreme advisory body comprises representatives from all departments, Administrative office and library facilitates upward and downward communication in all matter. Bodies like Student Union,, clubs and so on enjoy operational autonomy in the sphere concerned but at the same time they are monitored by and accountable to higher bodies and principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/1/folders/197NTRx_9voaxd5eSMQr_mpGmSvoza7oy
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1

The college has a mechanism to formulate and review strategic plans to ensure its growth trajectory. Strategic plans enable the college to plan its activities to achieve short term as well as long term goals. Within two years of the inception, the college formulated a five-year strategic plan for 2015-20. It concentrated primarily on the development and growth of infrastructure facilities and academics. The plan was executed through the statutory bodies of the college like College Council, IQAC, Departments and other bodies that ensured complete utilization of funds and timely commissioning and completion of projects. By 2020, most of the targets of this plan were achieved. The success of this plan is commendable when the development of this college is compared with the growth of other colleges started in the same period. The college formulated another strategic plan 2020-30 and is striving to achieve it, the thrust of which is achieving academic excellence. The focus of strategic plan 20-30 is augmenting infrastructure, introducing new programmes, upgrading PG departments as research centres, setting up publication wing etc. The college is striving to achieve the targets outlined in Strategic Plan 2020-30 by timely planning, consistent review and decentralized allocation of duties.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://gasckondotty.ac.in/assets/images/slider/a672b62218b0cf61d6e17ac6243e8ca4.pdf
Upload any additional information	**No File Uploaded**

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

The college strives to actualize its vision and mission by formulating policies from time to time and ensuring their implementation through various strategies. It maintains a systematic administrative set up through the formation of mandatory bodies.

College Council is the apex body that takes all the policy decisions of the college executed through bodies formed by the Council from time to time.

College Development Committee is constituted as per the orders of the government with the District Collector as Chairman. The annual CDC fund is utilized for the development of the college.

IQAC leads all activities related to formulating quality parameters and monitoring academic performance.

Admission Committee is responsible for UG/PG admissions as per norms.

Examination committee monitors effective conduct of examinations.

Purchase Committee gives administrative sanction to all purchases funded by government. Right to Information Officer is responsible for answering all queries submitted under RTI act.

Bodies like Anti-Ragging, Internal Complaints Committee, Student Grievance Redressal Cell and Discipline Committee deal with grievances

Various clubs lead activities related to gender, environment, skill development etc.

Regular faculty are appointed through Public Service Commission and contract faculty through merit-based interviews. The college adheres to service rules as enshrined in Kerala Service Rules.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1LtRqcpn_Xb07Ax8c9m8shuDocP3bqeUl/edit?usp=sharing&ouid=11682472564134400436 4&rtpof=true&sd=true
Link to Organogram of the institution webpage	https://gasckondotty.ac.in/about/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Being a government college, the college has all the welfare schemes provided by the government for the employees some of which are General Provident Fund, Pension, Insurance Schemes, Medical Reimbursement Scheme, duty leave, Maternity/ Paternity etc. In addition, the college also has its own welfare measures for its staff. All employees have access to free high-speed internet connectivity. Special parking area is provided to all staff members. The PTA-run store provides essential stationery items at a concessional rate. Canteen provides homely food at reasonable price. The staff can avail of the services of college bus at nominal monthly price: Female members have ladies' room with necessary amenities to provide them secure and private place in the campus. The campus is under CCTV surveillance that ensures the safety and security of the college community and their belongings. Recreational facilities like carroms, badminton, table tennis etc. to the members of staff. The Staff club acts as a platform to ensure fellow-feeling, togetherness and mutual support among the members of staff. The staff club organizes various creative and entertainment activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college has an appraisal system to ensure effective functioning and evaluate performance of teaching and non-teaching staff that enables the institution to assess the performance of each member and suggest corrective measures.

Appraisal System for Teaching Staff: Each teacher has to submit a self appraisal in the PBAS format every year. Individual teachers submit it to the HoD who forwards it to the Principal with recommendation. This is mandatory for the placement/promotion.

Appraisal system for Non teaching staff: NTS Members are assessed in the prescribed format and recommended by Principal for promotion.

Feedback: Regularly collected feed backs from all stakeholders play an important role in evaluating the performance of various academic /non academic segments of the college. Corrective measures are taken to address any concerns noted thus.

Academic Monitoring System: Successful implementation of syllabus is ensured through timely department meetings which are monitored by College Council and IQAC.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1-gbCZqXY1kYqFFsdycIoKNOnAe_QHJkJ/edit?usp=sharing&ouid=116824725641344004364&rtpof=true&sd=true
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Being a government college, all financial transactions and fund utilization of the college are strictly monitored and regularly audited by government agencies. There are two mechanisms for audit in the college: 1) External Audit 2) Internal Audit

External Audit:

1) Departmental Audit conducted by DCE: Department of Collegiate Education, Government of Kerala conducts regular and detailed audit in all colleges. The last audit conducted in the college was in Oct 2017 by the Department of Collegiate Education, and there were no major audit objections in the report.

2) Accountant General Kerala (AG). The AG Kerala conducts their periodic verification of all the government funds, UGC project implementation (if any) and so on. The first AG audit began on 18.4.2022 and covered the period from 2013 to 31.3.2022. The major audit objections related to lack of adequate land, unclaimed caution deposit of students and non-maintenance of mandatory registers. Measures have been taken to rectify the same.

Internal Audit The college has an Annual Internal Audit Committee which is usually headed by a member from Commerce faculty to audit internal funds like PTA.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1VKcx8msQsFHxbFo9mEy7uhIVFF6MJWpL/edit?usp=sharing&ouid=11682472564134400436&4&rtpof=true&sd=true
Upload any additional information	**No File Uploaded**

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

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

30000

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college takes proactive measures to mobilize and utilize funds from various sources. 2(f) and 12(b) are prerequisites to obtain UGC funds. The college has already secured 2(f) status and has applied for 12 (b) recognition. Regarding State government funds, an amount of 57.54109 lakh was sanctionedfrom budget allocation of the Govt. of Kerala during the year, of which 54.27173 lakh was utilized.Timely proposals for Plan/Non plan funds to purchase infrastructural facilities, lab and library equipment and so on are submitted. Funds allocated thus are utilized timely and effectively jointly by bodies like College Council, Purchase Committee and college office. The college has a unique track record of spending 100% of allotted fund.CDC funds are utilized effectively for infrastructural development with the approval of CDC committee headed by the District Collector. PTA fund is utilized for the day-to-day functioning of the college and is internally audited. The alumni, though young, has made modest contribution in the form of an entry gate to the college. Individuals contributed land for well, sponsored Wisdom Square (the inner courtyard in the new block). Due to COVID, allocation of state funds was minimal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

As per the DCE order in 2019, the college constituted IQAC in accordance with UGC guidelines. Since then, IQAC has been spearheading initiatives to improve internal quality.

During the pandemic, the college completely switched over to online teaching, learning and evaluation by adopting MOODLE platform. This initiative, done under the behest of IQAC won special applause of DCE that cited the practice as worthy of emulation. IQAC conducted workshops to train teachers using LMS, Online classes through Zoom/ Google meet, etc., preparing e-contents, preparing and editing video lessons, audio editing, sharing e-contents and integrating Google forms/sheets to educational practice. Thanks to this, during Covid-19 lockdown days the college could easily survive academic challenges.

IQAC also implemented Standard Operating Procedure in the college to systematize the functioning of the college. Services related to students and members of staff got standardized, with uniformity in procedure and easiness in documentation.

IQAC monitors all the academic practices of the college like College Calendar, Slow-learners advanced learners initiative and so on. IQAC took the lead for NAAC accreditation for this budding college when other colleges that began during the same period were still struggling with lack of basic facilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The college has a periodical review system that is monitored by IQAC. IQAC spearheaded ICT initiatives like MOODLE for teaching-learning and established Standard Operating Procedure in the college. It also gives timely instructions for starting new Add on and Certificate Courses. Two batches of students completed the interdisciplinary course on Research Methodology (run jointly by English Department and Mathematics Department), that was initiated in 2019 by IQAC. The following practices initiated by IQAC in order to augment teaching-learning process were continued during the year

2020-21 also

a)Teacher diary: With the introduction of MOODLE, hand-written teacher diary having become redundant, reports of daily teaching activities were recorded in the teacher login.

b) Portion Allotment and Completion done by each department is monitored by IQAC.

c) The well-organized and labelled documentation system that had been initiated by IQAC were continued and monitored by IQAC.

d) Student's Handbook, an initiative of IQAC, was published by the Department of English for UG and PG during 2020-21.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1n_d1lTDO-ip_q-1vMnl9vO8psdjzjfLj/view?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://docs.google.com/document/d/1GNx17XrCsjuSDTfM4r_dC9lmlArhHsIM/edit?usp=sharing&ouid=11682472564134400436&rtpof=true&sd=true
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

The college takes effective measures for the promotion of gender equity at curricular and co-curricular level. There are fifty-four courses (common and core) which sensitize students on gender issues. Internal Complaints Committee is functioning as per norms. The college has a well drafted gender policy that outlines the principles of the college with regard to gender equality. Participation of female students in various programmes organized by the students under College Union, NSS and so on is ensured. Women's Cell functions as an important body to support female students. During the pandemic, regular activities like self-defense training suffered a setback. Women's Day was celebrated through online mode. Jeevani, a Higher education Initiative for counselling was beneficial for female students of the college (some of them whom are pursuing studies after marriage). College ED club organized activities to encourage female entrepreneurship. All statutory / non statutory bodies of the college have sufficient number of female representatives (faculty as well as students). The college compound is fully walled and protected, and the campus is under CCTV surveillance. Separate facilities for women like Ladies Haven, ten ladies' washrooms, three Incinerators and napkin-vending machine are available

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/14BcxaBl_8rq ymgpDgVsCr0lW20dmMPos/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1ResWwRHCN_f LU3uCQG1rTlNdze9QxRdJ/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has an efficient and scientific system for waste management.

Solid waste management: The college has segregated waste collection system using colour-coded bins: for bio degradable and non-degradable waste.

Biogas Plant: Bio degradable waste goes to the bio-gas plant installed near the college canteen. The gas thus produced is used by canteen kitchen. The slurry (liquid waste from the plant) is used for organic farming in the campus.

Waste Incinerator: Non-degradable, but non recyclable waste is burned in the incinerator installed near the toilet block.

Liquid waste management- Washrooms are attached with scientifically constructed septic tanks. Food production Lab has specific septic

tank to process liquid waste.

Biomedical, hazardous chemicals and radioactive waste are minimal.

The college has an e-waste management policy, in line with directions of the DCE. The college fixes the rates in consultation with PWD and sells them to vendors.

Recycling:All used papers in the college office, Departments etc. are collected under junk paper project,re used if possible and sold to the scrap dealers. Plastic bottles are collected in the "plastic collection corner" near the college gate and taken over by Kudumbashree.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 200 words).

The college community comprises of people from different religions, regions and social strata. It advocates an inclusive culture by jointly celebrating religious festivals. During the pandemic, only Holi was celebrated on a grand scale. The motto of NSS 'Not me, but you' and the message of NSS song that it is human hearts that matter, not their religion encapsulate the message of communal harmony. House a Year Project of NSS constructs homes for the most deserving irrespective of their religion or caste. Oximeter challenge and other philanthropic ventures organized during the pandemic were open to all. The friendly get-togethers organized by Staff Club enabled to build rapport among the staff members.Students and teachers are free to wear any type of dress according to their faith provided they do not violate the general modesty of dressing. The college does not have any caste-gender-religion based discrimination while nominating members to any official or non-official bodies. The admission norms are framed in such a way that promotes inclusion of students from all socio-economic-religious communities. Days like World Arabic Day, Urdu Day, Hindi day etc. are observed with various activities. We-with-you scholarship is offered to the most deserving students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organized a galaxy of programmes to sensitize students on constitutional values, rights and duties.

Common course syllabus prescribes the Preamble of Constitution of India, as a lesson.

Display Boards display Constitutional Values, Fundamental Rights and Fundamental Duties.

The college organizes induction programmes for newly admitted students of 1st PG/UG. A segment of the programme deals with inculcation of values and responsibilities.

NSS takes the lead in organizing humanitarian activities. During the pandemic, oximeters were distributed to COVID-care-centres under the programme Oximeter Challenge. Fund collection and construction of House-a-year was done during the year.

World No-Tobacco Day was observed and an Elocution Competition on Your Lives are not to be Burnt Out was organized by NSS to inculcate awareness on tobacco usage. The college took part in National level Poster Making Competition on Substance Abuse conducted by SAFI College.

Financial Assistance like We-with-you and other fund collection drives instil humanitarian values in students.

The college regularly observes days like Independence Day, Republic Day, Human Rights Day etc. During the pandemic, many days were celebrated online.

Nature-Club activities sensitize students on environmental protection.

Students and teachers took COVID vaccination.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1RnevjHc7kgy UxgsLlJKj_W6GIY7TIks7/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1FW_0F1zh6V4 XzCGJ83DnCPsqamZEcLTS/view?usp=sharing

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college is very dynamic in terms of organizing events and celebrations. NSS, Women's Cell, other clubs and forums play very important role in making such programmes successful.

The COVID induced pandemic was a hurdle in organizing regular commemorative events and days in offline mode. However, the college took initiatives to organize such programmes through online mode. International Days like Women's Day, World No Tobacco Day were observed. Women's Day was inaugurated by Rohini Muthoor, Gender Trainer and Activist A video making competition on healthy food

preparation was organized by NSS to inculcate healthy eating habits. A survey on usage and disposal of plastic waste was held as part of e-camp of NSS. Yoga training was given to students through online mode as part of e-camp.

Days of national importance like Independence Day, Republic day, Children's Day and Gandhi Jayanthi were observed. World Tourism Day 'Resfeber' was observed by Tourism Club under the Department of Tourism and Hotel Management. An online cartoon making competition was conducted in connection with this. A webinar on Career in Tourism and Hospitality after the Pandemic was organized. Coconut Day Celebration was held on 27.8.2020. Teacher's Day and Environment Day was celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

During 2020-21, the college continued with the two best practices that it had adopted since its inception - A HOUSE A YEAR and DIGITAL RESOURCE POOL (DRP). As part of House a Year, the college identifies a needy family in consultation with local body representatives and constructs a house for them by raising funds and offering logistical and manual support through NSS volunteers. The beneficiary for this year 2020-21 was Vazhakkottil Khadeeja. The project could not be completed on time due the COVID restrictions. However, fund collection was done and construction work was initiated. The other best practice was Digital Resource Pool (DRP). This practice, which was initially envisioned to encourage students and teachers to access e-materials, turned out to be prophetically useful during the pandemic. During the year, faculty members uploaded materials to the DRP and encouraged students to access them at a time when libraries were closed. The introduction of MOODLE platform during the year 2020-21 gave impetus to teaching, learning and evaluation. The footfall of students to DRP was exponentially high. The college offered data subscription and smartphones to needy students. Wi-fi

hotspots were provided when regular classes resumed.

File Description	Documents
Best practices in the Institutional website	https://gasckondotty.ac.in/student-s-zone/arc/
Any other relevant information	https://gasckondotty.ac.in/student-s-zone/drp/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college succeeded in achieving exponential growth within a short span of time, thanks to the support from the local community. In turn, the college, in due course, devised community outreach programmes that would empower the local community. The most distinctive among them is Academic Reciprocity with the community (ARC). Academic support was rendered to SAKAN, an orphan-care project, under CBMS Orphanage, Vilayil. The initiative, that began in 2019, was continued during 2020-21, despite the challenges of COVID. The college coordinator of ARC prepares a list of faculty and students (who form the Academic Support Team (AST) to mentor the orphans on areas like career development, counselling etc. and the list is handed over to SAKAN Coordinator. Student members do individual tutoring for school subjects. The service is absolutely free. The college observes SAKAN DAY, to collect donations from the college to fund the programme. A common session of AST and learners is arranged at CBMS. Later, SAKAN coordinator allots learners to AST considering learner requirements and prepares a schedule of sessions and allots learners/ classes to the team, Sessions are given on Sundays at CBMS. The initiative has fostered strong civic sense and social commitment among the college community.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution offers 2 PG and 5 UG programmes and one diploma course of NCPUL. It has an effective methodology for implementing the curriculum in tune with the vision and mission of the college, executed through College Council, IQAC and Departments. The college strove its best to maintain this system even during the pandemic that necessitated reliance on online modes of instruction. The college completely switched its teaching learning into MOODLE platform, receiving applause from DCE (Directorate of Collegiate Education) for being the first institution in the state to incorporate the new methodology in a full-fledged manner. MOODLE is hosted on the college website. Induction programme for new students was conducted online. Regular feedbacks from all stakeholders enabled the institution to assess its performance in a time-bound manner. Online student feedback was collected to assess the performance and to measure their level of satisfaction. The practice of identifying slow learners and advanced learners through tests and devising special programmes to address their academic needs were conducted during this year also. Mentoring sessions were offered to students (online during the pandemic and offline after reopening) to support students additionally. Six international webinars with experts from foreign universities were conducted

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/drive/u/1/my-drive

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college prepares its academic calendar in consultation with the academic calendar published by the University of Calicut from time to time. The college calendar gives specific details of the following: Programme and Course details, department and faculty

profiles, tentative schedule of University examinations and internal exams, tentative dates of academic events like, bridge course, induction and orientation programmes, details of add-on and certificate courses.Departments follow the academic calendar and plan their academic activities accordingly. They ensure that the various components of CIE like seminars, assignments and tests are completed as per the calendar schedule. This system helps the students to gain an overview of the college, andto be well prepared for CIE.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gasckondotty.ac.in/assets/images/slider/57011248ba73501cd8852216d3981004.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

7

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

11

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

282

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The college has an inclusive perspective of education that integrates crosscutting issues. Many programmes offer courses (language courses in particular) that deal with issues relevant to ethics, gender, human values, environment and sustainability. Clubs and forums conduct myriad activities that address this issue. Regarding professional ethics, the college has formulated

a Code of Ethics. Besides the Ethics committee monitors the successful implementation of Code of Ethics. Display Boards sensitize students on proper conduct. Women's Cell acts as an agency to empower women. Women's Day was celebrated online on March 8. The college has separate toilets for men/women and a ladies' restroom. The college has a well-formulated gender policy. Human values are displayed on the campus. The college has an ambient atmosphere that facilitates cooperation and values of caring and sharing. Staff Club programmes ensure cordial relations among staff. WE-WITH-YOU provided smartphones and free data-subscription to needy students during the pandemic. The college has PAIN AND PALLIATIVE unit. The campus is environment-friendly and adopts NO-PLASTIC Policy. There are segregated waste collection system, biogas plant and three incinerators for sanitary napkin disposal. Organic farming is done in the campus.There is rain harvesting system.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

240

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/spreadsheets/d/19z7kfdrs_eJdAlo2LJq9Nizd1ZjaR3IuEQeSE5GhpYk/edit?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/spreadsheets/d/19z7kfdrs_eJdAlo2LJq9Nizd1ZjaR3IuEQeSE5GhpYk/edit?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

239

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

117

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has a well-formulated strategy for catering to the academic requirements of slow and advanced learners named ADVANCED – SLOW LEARNERS POLICY. Departments identify learner levels by conducting GASCK-LAT (Learner Assessment Test) for first year UG students within one month of their admission and grade them according to their performance. After this grading,slow learners are given sessions by teachers (remedial teaching) as well as advanced learners (peer teaching) on tough portions. In addition to this, advanced learners are given more challenging tasks under the progamme TOUGH-NUT CHALLENGE- The teacher assigns challenging topics for assignment, seminar or presentation at classrooms or general forums of the college. Due to the pandemic, these activities were conducted in January 2021 when offline sessions resumed. The library has reference materials on major competitive examinations The college has

Research Forum aimed at developing research potential of advanced learners, by providing opportunities to present papers, lead discussionsetc.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/18RfOFVEuD-IFMAB_0PkKU3J6XDJ_QbhO/edit?usp=sharing&ouid=116824725641344004364&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
639	33

File Description	Documents
Any additional information	View File

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

The college envisages a participatory approach to teaching -learning process. The following strategies to ensure participative and experiential learning.

1.PG students teach UG students: MA English and MSc. Maths students are assigned some topics from UG syllabus to teach in UG classes under the supervision of the faculty member.

2. The practice of ELT students teaching school students could not be held during the year because schools were closed due the pandemic.

3.Students of BCom and BSc. Maths are taught practical computing in the Computer lab. BTHM students are given training in food production, hospitality service, front office management, and housekeeping as part of their curriculum.

4. All the departments in the college practice participatory

learning methods like discussion, debate, seminar presentation, quiz, etc.

5. Students from BTHM and BCom given practical training/ internships in firms. Due to COVID restrictions, internships were not conducted during the year.

7. All departments in the college have clubs and forums focusing on areas related to their discipline that provide platforms for studentsformulti-dimensional experiential learning.

8. The regular management meet of Commerce Dept. could not be held this year due to COVID restrictions.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college promotes ICT-enabled learning as a means to complement as well as augment teaching-learning. COVID-induced pandemic was a blessing in disguise in that it gave teachers and students an opportunity to get updated with latest online teaching methods. The college completely switched over to MOODLE platform for teaching, learning and evaluation. Being the first government college to implement this, Directorate of Collegiate Education applauded the college and cited the practice as worthy of emulation. MOODLE was hosted on the college website. All teachers have laptops/Tabs, that are used in teaching –learning process. Teachers use PPT and other related software to make the classes more interesting and multi sensory. Out of 19 classrooms 15classrooms have inbuilt projectors. The college offers Wi-Fi hotspots for students to access internet free of cost. All departments have access to high speed internet (NMIECT) through Wi-Fi /wired connections. Each department has its own digital library that provides e-books to students. All departments have common desktop computers and multi-functional printers. Teachers and students are encouraged to upload their e-lectures on the college website.

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

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

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

76

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college strictly follows the rules and regulations prescribed by the University of Calicut in connection with internal evaluation. It has its own mechanism to ensure transparency and fairness in awarding internal marks. The following measures are taken in this regard: Teachers conduct unit tests, monthly tests, etc and record the marks secured by each student, which form a major component of internal marks. Internal evaluation comprises internal examination, seminar or assignment and classroom participation. The overall performance of the student and participation in classroom activities are also given due weightage. In addition to this the college has centralized internal examination for each semester. Internal marks are published in the respective department notice boards. Students are given enough time to raise their grievances. They can make use of the three-tier mechanism viz.department-level, college -level and university-level grievance redressal committees.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The College has a systematic grievance redressal system to redress grievances of students related to internal assessment marks as well as grievances related to university results. There exists a three-tier system for redressal of grievances of students with respect to internal assessment marks – department-level, college-level and university-level. Students may approach the faculty concerned if they have any exam related grievance. If not satisfied, they may approach the Head of the department. They may also approach the STUDENT'S GRIEVANCE REDRESSAL COMMITTEE, if their grievances are not satisfactorily redressed at the department level. The committee redresses the grievance, if there is any merit in the claim, and settles the case. Students may also make use of the university level mechanism if the grievance is not satisfactorily redressed at the college level. Since the external examination is completely under the control of the university the college directs students to use university mechanism, if the nature of the grievance is related to marks awarded. Any other grievance (out of syllabus question, pattern change etc) is brought to the attention of the Controller of Examinations. Additional Chief Superintendent of examination of the college may intimate the university regarding the same.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

The college offers five UG and 2 PG programmes, all of which have well defined programme outcomes and course outcomes. All programmes are designed and programme outcomes and course outcomes are framedby the respective Board of Studies of the

University of Calicut.These are clearly stated in the respective syllabi,and University website. The college has the following mechanism to appraise the students and faculty members of the POs and COs:

1.The college website (https://gasckondotty.ac.in/) provides an overview of each programme and detailed description of POs and COs.

2.Induction Programme conducted at the beginning of each year (held online this year) devotes one session for describing POs of each programme.

3.Bridge Course offered by departments communicate COs to new students in a detailed manner.

4.Each course is assigned to a teacher (though it is taught by different teachers) who is responsible for coordinating internal marks and communicating COs of that course.

5.Special sessions are arranged by the departments to communicate the COs of project or dissertation.

6.Students are provided handbooks(that comprises all basic information of the programme) at the onset of each semester.

8. The college calendar provides brief outline of each programme.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The attainment of POs and COS are evaluated through the following measures:

IThe college has a very effective internal evaluation system, of which a major component is written tests (both centralised and individual).

Assignments/ Seminars/ Debates and other classroom activities helpto gauge the level of achievement in terms of COs.

Performance of the students in the university examinations is a clear indication of the attainment of POs/ COs. The college regularly maintains a pass percentage of 80 and above in all programmes. Result Analysis done both Semester -wise and Batch-wise help the college to evaluate the attainment of POs/Cos.

Admission to higher studies and placements are clear indicators of the attainment of Programme Outcomes. Many of our students securedadmission in Central /State Universities and aresuccessfully employed both in private and government sectors.

Feedbacks collected regularly from students, alumni and employers enable us to evaluate the attainment of POs.

Projects submitted by students as part of their curriculum are reflective of the totality of all the skills they acquired during the programme.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

163

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/drive/folders/1-VtHqm_b8-oYJB01lYvWiu1K1 LPyhCzF?usp=sharing

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college takes proactive measures for effective implementation of its programs by creation of an ambient academic ecosystem. Faculty members are actively involved in research, publication and presentation. 14.8 percent of the permanent faculty members are research guides. Some of them are members of Board of Studies. The books of Dr. Abdul Latheef V (authored) and Dr. Abida Farooqui (edited) have been prescribed for common courses of the University Curriculum. Dr. Abdul Latheef V and Abdulatheef K authored Pre-School Packages for leading school networks. 51.8 percent of faculty are PhD holders and 11.1 percent are pursuing PhD. Certificate Course in Research Methodology, a joint venture of English and Mathematics Departments introduces students to the world of research. The major departments as well as allied departments organized international webinars with resource persons from foreign universities. Students are also actively involved in knowledge generation and transfer. PG Students of the college engage sessions for UG students. ED club of the college

conducted a workshop on paper file making on 10.3.2021. Students are taken on field visits to expose them to get practical knowledge. Such visits were minimal during the COVID period.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

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

6

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 year

The college envisions that education will be complete only if it is integrated with societal needs and requirements. To achieve this goal various bodies in the college organized diverse programmes during the last five years. The usual extension activities of the college suffered a jolt during the COVID-induced pandemic period. Nevertheless, the new situation also demanded new forms of philanthropy and extension. The annual 7-day NSS camp titled 'e-camp' was conducted this year on online mode. A survey on usage and disposal of plastics in the area was conducted. An awareness on COVID virus and the imminent threat of second wave by Dr. T.V. Vaisakh was conducted. A healthy food preparation drive was conducted and videos of the same were shared. Major days like World Tobacco Day and World Environment Day were observed online. Oximeters were arranged and distributed to COVID-Care Centres under the programme Oxichallenge. Paper

pens were made and handed over to NSS Department of Calicut University. Fund collection for House a Year was done and construction work was begun when COVID restrictions were eased. NSS volunteers also engaged classes for the children at CBMS orphanage.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1F5SHojh11t4bMRm4ZdZk6tK7VVHp23Yb/view?usp=sharing
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1050

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

6

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

7

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

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.

The college has adequate infrastructural and physical facilities to facilitate teaching-learning process. There are nineteen classrooms of which fifteen have inbuilt LCD projectors and two seminar halls. There are three laboratories in the campus: Food Production Lab for BTHM, Service lab for hospitality and Computer Lab.

The library has 8133 books and subscribes to 6 periodicals, 6 journals and e-resources like N LIST, e-journals and Digital library. It has an LCD TV with internet facility to provide information updates. It is fully automated and uses KOHA software.

All departments have spacious rooms with sufficient seating and storing facilities , computers, multi-functional printers and laptops.

The college office is fully automated using e-platforms like DDFS, ePose and College —mate. It is well furnished and has fulltime internet access. Exam Control Room keeps all valuable documents related to university examinations.

There are specific rooms forbodies like IQAC, NSS, JEEVANI, Career Guidance Cell, Physical Education and for clubs like Staff Club, Women Cell, Ladies Room. The college has three-phase electricity connection, petrol-powered generator of 3 KV and power back-up system with 30 Battery cells of 150 AH each and five portable mini-UPS. Uninterrupted internet is available.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://drive.google.com/file/d/1br3ugHUPLdfcgyuFGsvPV6ZPy9Kv2eEC/view?usp=sharing

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

The college has been able to acquire all the basic facilities for the smooth conduct of cultural activities. The college has very spacious (more than two acres) playground adjacent to the semi-permanent block. Though it is not owned by the college, VPAUP trust has permitted the college to use it for all its cultural activities, sports and games. There are facilities for indoor games like Table Tennis, Carroms, and Chess. There are facilities for yoga, wrestling and judo.

The area located near the main entrance of the college is envisioned as a multi-purpose sports arena. The fund for this project has been sanctioned and the construction is under progress. The college has a badminton court near the semi-permanent building.

There is an outdoor stage with green room (constructed from LAD fund of MLA), the construction of which had been completed during the year.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://drive.google.com/file/d/1br3ugHUPLdfcgyuFGsvPV6ZPy9Kv2eEC/view?usp=sharing

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

15

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drive.google.com/file/d/1a2t-fw9VX JNC--TJttH3LYJtLTBkf12c/view?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

37.61227

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college library has a well-furnished library with stacking and reference facility. It has 8133 number of books and subscribes to 6 journals and 6 periodicals. The library has installed KOHA software that includes faciltiesfor acquisition, circulation, cataloguing, serials management, flexible reporting, label printing, offline circulation, etc. Currently library services and functions like adding to accession register, issuing books, returning books, and searching are done through this software. The members can locate any book using the search option

in KOHA using the computers provided in the library. The barcode scanner in the library is used for issuing and returning books.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.059

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

650

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has augmented its IT facilities incrementally over the years and has achieved consistent growth in terms of IT infrastructure. It hasprocured 58 computers(desktops and laptops), 16 LCD projectors, 2 smart TVs, 5 multi-functional printers and adequate backup system (4 batteries of 150 Ah +3 KV UPS). Regarding internet connectivity, the college had installed NMIECT connection and LAN facilities. Besides all departments were provided with wi-fi connectivity and hotspots for students. During the pandemic, the college made a giant leap in facilitating technology-enabled learning by adopting MOODLE e-learning platform. Entire teaching, learning and evaluation were conducted through MOODLE, which was hosted on the college website. This initiative won special applause from the Directorate of Collegiate Education, citing it as worthy of emulation

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[https://docs.google.com/document/d/1Xcp3CYaIeXvTcORJUneRTlj4ddRAAVbf/edit?usp=sharing&ouid=116824725641344004364&rtpof=true&sd=true](#)

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

16.65946

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

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.

The college follows a systematic procedure for maintaining and utilizing physical, academic and support facilities giving thrust to ensuring transparency and accountability. Statutory bodies like College Council, Purchase Committee, Infrastructure Management and Maintenance Committee facilitate this process. The College Council is the apex body responsible for the entire functioning of the college, including the maintenance and utilization of all the facilities of the college. Purchase Committee is responsible for the entire purchases. Infrastructure Committee analyzes the requirements of the college regarding infrastructure and allots facilities for the same. Annual stock verification of library, furniture, laboratories, computer and sports equipment are done after which damaged items are disposed

as per government policy. Damaged furniture is repaired with funds from PTA. Annual Maintenance Contract (AMC) has been signed with Technohub for maintenance of electronic equipment and Bright Electricals and Plumbing for electrical and plumbing.

The college has a new academic building and two old blocks with 19 classrooms, laboratories, library and so on that are fully utilized for conducting regular classes and the activities of various clubs and forums.

Academic excellence is ensured through Departments and monitored by IQAC and the College Council. The administrative wing offers support facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1aMex3RJ0wkbZLG-saUFbp-lqdSPjJVWn/view?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

817

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://drive.google.com/file/d/1WPuV1xvJx thuLFV5e4eX3sD0HddFPenC/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

198

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

198

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

32

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college envisions that the successful implementation of the curriculum will be possible only if all the stakeholders are fully involved in the process. To ensure this various bodies give adequate representation to all stakeholders. Students form the most important stakeholder of the education system. So the college gives due representation to them in all the following administrative/ co-curricular and extra-curricular bodies.

1.Student Council: The College has a democratically elected student union for each academic year. However due to the COVID pandemic, elections were not held during 20-21.

2. There is one student representative in IQAC.

2.College Development Committee has representation from Students Union and Alumni, which give them enough opportunity to play key roles in the development of the college.

3. Library Development Council, Canteen Committee etc. also have student representatives. 4.Committees like Anti ragging and Women Cell also have student representatives.

5.The entire activities of NSS are planned and executed by the

student committees lead by various secretaries of NSS.

6.Various clubs and forums under the departments have student coordinators.

7.Departmental Association activities are planned and executed by the elected Secretary.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1w5m4nlCapXnSb3ubBa_ebn2oAyxEmcC5/view?usp=sharing
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

The Alumni Association is registered under Societies Act. The major focus of the Alumni is to support the college to achieve its mission. To achieve this goal, the alumni has engaged in the following activities:

Financial Assistance: The alumni contributed money to buy

oximeters to neighbouring PHCs during the pandemic.

Higher Education Guidance: The alumni organize orientation programmes for higher studies and placements. Such programmes were minimal during the pandemic.

Interaction with current students: The alumni arrange interactive sessions to the current students on career opportunities, their experiences regarding higher studies and career and so on from time to time. Such programmes were minimal during the pandemic.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1K5DgZQ2Rh 6TSZIY_d1tATnryUp1nRizj/view?usp=sharing
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

The college is striving to attain a unique position in the higher education field of Kerala in terms of its innovative practices, academic vibrancy and extra-curricular activities. It is completely under the supervision of MoE, Higher Education Department and Directorate of Collegiate Education. The college follows the instructions of the University of Calicut with regard to academic affairs.

The Principal is the chairman of all administrative and academic bodies. The College Council advises and assists the principal in all academic, administrative and other related activities of the college. IQAC monitors the academic activities of the college. The college has prepared strategic plans for the periods 2015-2020 and 2020-2030 . The first strategic plan was

successfully implemented by 2020. Purchase Committee monitors effective utilisation of funds allotted to the college.

Discipline Committee takes necessary measures to address disciplinary issues.

Department Heads lead all departmental activities and ensures the functioning of their departments in line with the vision and mission of the college.

PTA of the college extends supports for the overall development of the college by timely intervention and financial support. Other bodies like Student Union, various committees and clubs ensure pursuance of excellence in academic and non-academic domains.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/1/my-drive
Upload any additional information	View File

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

The college follows a systematic and decentralised modus of operandi for its day to day administrative affairs as well as for its deployment of long term and short term goals. It is effectively implemented through the faculty members, non-teaching staff and students of the College and thus caters to the needs of its stakeholders. The practice of decentralization is exercised by giving to the faculty members and students charge of important forums and clubs such as NSS, Reader's Forum, Internal Examination committee, Career Guidance Cell and Research Committee. Students have active involvement in organizing activities of NSS, SIP and other initiatives. Suggestions from all stakeholders are collected through regular feedbacks and implemented by Departments and Councils. The College Council, the supreme advisory body comprises representatives from all departments, Administrative office and library facilitates upward and downward communication in all matter. Bodies like Student Union,, clubs and so on enjoy operational autonomy in the sphere concerned but at the same time they are monitored by and accountable to higher bodies and principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/1/folders/197NTRx_9voaxd5eSMQr_mpGmSvoza7oy
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1

The college has a mechanism to formulate and review strategic plans to ensure its growth trajectory. Strategic plans enable the college to plan its activities to achieve short term as well as long term goals. Within two years of the inception, the college formulated a five-year strategic plan for 2015-20. It concentrated primarily on the development and growth of infrastructure facilities and academics. The plan was executed through the statutory bodies of the college like College Council, IQAC, Departments and other bodies that ensured complete utilization of funds and timely commissioning and completion of projects. By 2020, most of the targets of this plan were achieved. The success of this plan is commendable when the development of this college is compared with the growth of other colleges started in the same period. The college formulated another strategic plan 2020-30 and is striving to achieve it, the thrust of which is achieving academic excellence. The focus of strategic plan 20-30 is augmenting infrastructure, introducing new programmes, upgrading PG departments as research centres, setting up publication wing etc. The college is striving to achieve the targets outlined in Strategic Plan 2020-30 by timely planning, consistent review and decentralized allocation of duties.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gasckondotty.ac.in/assets/images/slider/a672b62218b0cf61d6e17ac6243e8ca4.pdf
Upload any additional information	No File Uploaded

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

The college strives to actualize its vision and mission by formulating policies from time to time and ensuring their implementation through various strategies. It maintains a systematic administrative set up through the formation of mandatory bodies.

College Council is the apex body that takes all the policy decisions of the college executed through bodies formed by the Council from time to time.

College Development Committee is constituted as per the orders of the government with the District Collector as Chairman. The annual CDC fund is utilized for the development of the college.

IQAC leads all activities related to formulating quality parameters and monitoring academic performance.

Admission Committee is responsible for UG/PG admissions as per norms.

Examination committee monitors effective conduct of examinations.

Purchase Committee gives administrative sanction to all purchases funded by government. Right to Information Officer is responsible for answering all queries submitted under RTI act.

Bodies like Anti-Ragging, Internal Complaints Committee, Student Grievance Redressal Cell and Discipline Committee deal with grievances

Various clubs lead activities related to gender, environment, skill development etc.

Regular faculty are appointed through Public Service Commission and contract faculty through merit-based interviews. The college adheres to service rules as enshrined in Kerala Service Rules.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1LtRqcpn_Xb07Ax8c9m8shuDocP3bqeUl/edit?usp=sharing&ouid=116824725641344004364&rtpof=true&sd=true
Link to Organogram of the institution webpage	https://gasckondotty.ac.in/about/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Being a government college, the college has all the welfare schemes provided by the government for the employees some of which are General Provident Fund, Pension, Insurance Schemes, Medical Reimbursement Scheme, duty leave, Maternity/ Paternity etc. In addition, the college also has its own welfare measures for its staff. All employees have access to free high-speed internet connectivity. Special parking area is provided to all staff members. The PTA-run store provides essential stationery items at a concessional rate. Canteen provides homely food at reasonable price. The staff can avail of the services of college bus at nominal monthly price: Female members have ladies' room with necessary amenities to provide them secure and private place in the campus. The campus is under CCTV surveillance that ensures

the safety and security of the college community and their belongings. Recreational facilities like carroms, badminton, table tennis etc. to the members of staff. The Staff club acts as a platform to ensure fellow-feeling, togetherness and mutual support among the members of staff. The staff club organizes various creative and entertainment activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college has an appraisal system to ensure effective functioning and evaluate performance of teaching and non-teaching staff that enables the institution to assess the performance of each member and suggest corrective measures.

Appraisal System for Teaching Staff: Each teacher has to submit a self appraisal in the PBAS format every year. Individual teachers submit it to the HoD who forwards it to the Principal with recommendation. This is mandatory for the placement/promotion.

Appraisal system for Non teaching staff: NTS Members are assessed in the prescribed format and recommended by Principal for promotion.

Feedback: Regularly collected feed backs from all stakeholders play an important role in evaluating the performance of various academic /non academic segments of the college. Corrective measures are taken to address any concerns noted thus.

Academic Monitoring System: Successful implementation of syllabus is ensured through timely department meetings which are monitored by College Council and IQAC.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1-gbCZqXY1kYqFFsdycIoKNOnAe_QHJkJ/edit?usp=sharing&ouid=116824725641344004364&rtpof=true&sd=true
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Being a government college, all financial transactions and fund utilization of the college are strictly monitored and regularly audited by government agencies. There are two mechanisms for audit in the college: 1) External Audit 2) Internal Audit

External Audit:

1) Departmental Audit conducted by DCE: Department of Collegiate Education, Government of Kerala conducts regular and detailed audit in all colleges. The last audit conducted in the college was in Oct 2017 by the Department of Collegiate Education, and there were no major audit objections in the report.

2) Accountant General Kerala (AG). The AG Kerala conducts their periodic verification of all the government funds, UGC project implementation (if any) and so on. The first AG audit began on 18.4.2022 and covered the period from 2013 to 31.3.2022. The major audit objections related to lack of adequate land, unclaimed caution deposit of students and non-maintenance of mandatory registers. Measures have been taken to rectify the same.

Internal Audit The college has an Annual Internal Audit Committee which is usually headed by a member from Commerce faculty to audit internal funds like PTA.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1VKcx8msQsFHxbFo9mEy7uhIVFF6MJWpL/edit?usp=sharing&ouid=116824725641344004364&rtpof=true&sd=true
Upload any additional information	No File Uploaded

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

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

30000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college takes proactive measures to mobilize and utilize funds from various sources. 2(f) and 12(b) are prerequisites to

obtain UGC funds. The college has already secured 2(f) status and has applied for 12 (b) recognition. Regarding State government funds, an amount of 57.54109 lakh was sanctionedfrom budget allocation of the Govt. of Kerala during the year, of which 54.27173 lakh was utilized.Timely proposals for Plan/Non plan funds to purchase infrastructural facilities, lab and library equipment and so on are submitted. Funds allocated thus are utilized timely and effectively jointly by bodies like College Council, Purchase Committee and college office. The college has a unique track record of spending 100% of allotted fund.CDC funds are utilized effectively for infrastructural development with the approval of CDC committee headed by the District Collector. PTA fund is utilized for the day-to-day functioning of the college and is internally audited. The alumni, though young, has made modest contribution in the form of an entry gate to the college. Individuals contributed land for well, sponsored Wisdom Square (the inner courtyard in the new block). Due to COVID, allocation of state funds was minimal.

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

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

As per the DCE order in 2019, the college constituted IQAC in accordance with UGC guidelines. Since then, IQAC has been spearheading initiatives to improve internal quality.

During the pandemic, the college completely switched over to online teaching, learning and evaluation by adopting MOODLE platform. This initiative, done under the behest of IQAC won special applause of DCE that cited the practice as worthy of emulation. IQAC conducted workshops to train teachers using LMS, Online classes through Zoom/ Google meet, etc., preparing e-contents, preparing and editing video lessons, audio editing, sharing e-contents and integrating Google forms/sheets to educational practice. Thanks to this, during Covid-19 lockdown days the college could easily survive academic challenges.

IQAC also implemented Standard Operating Procedure in the college

to systematize the functioning of the college. Services related to students and members of staff got standardized, with uniformity in procedure and easiness in documentation.

IQAC monitors all the academic practices of the college like College Calendar, Slow-learners advanced learners initiative and so on. IQAC took the lead for NAAC accreditation for this budding college when other colleges that began during the same period were still struggling with lack of basic facilities.

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

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

The college has a periodical review system that is monitored by IQAC. IQAC spearheaded ICT initiatives like MOODLE for teaching-learning and established Standard Operating Procedure in the college. It also gives timely instructions for starting new Add on and Certificate Courses. Two batches of students completed the interdisciplinary course on Research Methodology (run jointly by English Department and Mathematics Department), that was initiated in 2019 by IQAC. The following practices initiated by IQAC in order to augment teaching-learning process were continued during the year 2020-21 also

a)Teacher diary: With the introduction of MOODLE, hand-written teacher diary having become redundant, reports of daily teaching activities were recorded in the teacher login.

b) Portion Allotment and Completion done by each department is monitored by IQAC.

c) The well-organized and labelled documentation system that had been initiated by IQAC were continued and monitored by IQAC.

d) Student's Handbook, an initiative of IQAC, was published by the Department of English for UG and PG during 2020-21.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1n_d1lTDO-ip_q-1vMnl9vO8psdjzjfLj/view?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://docs.google.com/document/d/1GNx17XrCsjuSDTfM4r_dC9lmlArhHsIM/edit?usp=sharing&ouid=11682472564134400364&rtpof=true&sd=true
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

The college takes effective measures for the promotion of gender equity at curricular and co-curricular level. There are fifty-four courses (common and core) which sensitize students on gender issues. Internal Complaints Committee is functioning as per norms. The college has a well drafted gender policy that outlines the principles of the college with regard to gender equality.

Participation of female students in various programmes organized by the students under College Union, NSS and so on is ensured. Women's Cell functions as an important body to support female students. During the pandemic, regular activities like self-defense training suffered a setback. Women's Day was celebrated through online mode. Jeevani, a Higher education Initiative for counselling was beneficial for female students of the college (some of them whom are pursuing studies after marriage). College ED club organized activities to encourage female entrepreneurship. All statutory / non statutory bodies of the college have sufficient number of female representatives (faculty as well as students). The college compound is fully walled and protected, and the campus is under CCTV surveillance. Separate facilities for women like Ladies Haven, ten ladies' washrooms, three Incinerators and napkin-vending machine are available

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/14BcxaBl_8rqymgpDgVsCr0lW20dmMPos/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1ResWwRHCN_fLU3uCQG1rTlNdze9QxRdJ/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has an efficient and scientific system for waste

management.

Solid waste management: The college has segregated waste collection system using colour-coded bins: for bio degradable and non-degradable waste.

Biogas Plant: Bio degradable waste goes to the bio-gas plant installed near the college canteen. The gas thus produced is used by canteen kitchen. The slurry (liquid waste from the plant) is used for organic farming in the campus.

Waste Incinerator: Non-degradable, but non recyclable waste is burned in the incinerator installed near the toilet block.

Liquid waste management- Washrooms are attached with scientifically constructed septic tanks. Food production Lab has specific septic tank to process liquid waste.

Biomedical, hazardous chemicals and radioactive waste are minimal.

The college has an e-waste management policy, in line with directions of the DCE. The college fixes the rates in consultation with PWD and sells them to vendors.

Recycling: All used papers in the college office, Departments etc. are collected under junk paper project,re used if possible and sold to the scrap dealers. Plastic bottles are collected in the "plastic collection corner" near the college gate and taken over by Kudumbashree.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	<u>View File</u>

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 200 words).

The college community comprises of people from different religions, regions and social strata. It advocates an inclusive culture by jointly celebrating religious festivals. During the pandemic, only Holi was celebrated on a grand scale. The motto of NSS 'Not me, but you' and the message of NSS song that it is

human hearts that matter, not their religion encapsulate the message of communal harmony. House a Year Project of NSS constructs homes for the most deserving irrespective of their religion or caste. Oximeter challenge and other philanthropic ventures organized during the pandemic were open to all. The friendly get-togethers organized by Staff Club enabled to build rapport among the staff members.Students and teachers are free to wear any type of dress according to their faith provided they do not violate the general modesty of dressing. The college does not have any caste-gender-religion based discrimination while nominating members to any official or non-official bodies. The admission norms are framed in such a way that promotes inclusion of students from all socio-economic-religious communities. Days like World Arabic Day, Urdu Day, Hindi day etc. are observed with various activities. We-with-you scholarship is offered to the most deserving students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organized a galaxy of programmes to sensitize students on constitutional values, rights and duties.

Common course syllabus prescribes the Preamble of Constitution of India, as a lesson.

Display Boards display Constitutional Values, Fundamental Rights and Fundamental Duties.

The college organizes induction programmes for newly admitted students of 1st PG/UG. A segment of the programme deals with inculcation of values and responsibilities.

NSS takes the lead in organizing humanitarian activities. During the pandemic, oximeters were distributed to COVID-care-centres under the programme Oximeter Challenge. Fund collection and construction of House-a-year was done during the year.

World No-Tobacco Day was observed and an Elocution Competition on Your Lives are not to be Burnt Out was organized by NSS to inculcate awareness on tobacco usage. The college took part in National level Poster Making Competition on Substance Abuse conducted by SAFI College.

Financial Assistance like We-with-you and other fund collection drives instil humanitarian values in students.

The college regularly observes days like Independence Day, Republic Day, Human Rights Day etc. During the pandemic, many days were celebrated online.

Nature-Club activities sensitize students on environmental protection.

Students and teachers took COVID vaccination.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1RnevjHc7k gyUxgsLlJKj_W6GIY7TIks7/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1FW_0Flzh6 V4XzCGJ83DnCPsqamZEcLTS/view?usp=sharing

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

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college is very dynamic in terms of organizing events and celebrations. NSS, Women's Cell, other clubs and forums play very important role in making such programmes successful.

The COVID induced pandemic was a hurdle in organizing regular commemorative events and days in offline mode. However, the college took initiatives to organize such programmes through online mode. International Days like Women's Day, World No Tobacco Day were observed. Women's Day was inaugurated by Rohini Muthoor, Gender Trainer and Activist A video making competition on healthy food preparation was organized by NSS to inculcate healthy eating habits. A survey on usage and disposal of plastic waste was held as part of e-camp of NSS. Yoga training was given to students through online mode as part of e-camp.

Days of national importance like Independence Day, Republic day, Children's Day and Gandhi Jayanthi were observed. World Tourism Day 'Resfeber' was observed by Tourism Club under the Department of Tourism and Hotel Management. An online cartoon making competition was conducted in connection with this. A webinar on Career in Tourism and Hospitality after the Pandemic was organized. Coconut Day Celebration was held on 27.8.2020. Teacher's Day and Environment Day was celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

During 2020-21, the college continued with the two best practices that it had adopted since its inception - A HOUSE A YEAR and DIGITAL RESOURCE POOL (DRP). As part of House a Year, the college identifies a needy family in consultation with local body representatives and constructs a house for them by raising funds and offering logistical and manual support through NSS volunteers. The beneficiary for this year 2020-21 was Vazhakkottil Khadeeja. The project could not be completed on time due the COVID restrictions. However, fund collection was done and construction work was initiated. The other best practice was Digital Resource Pool (DRP). This practice, which was initially envisioned to encourage students and teachers to access e-materials, turned out to be prophetically useful during the pandemic. During the year, faculty members uploaded materials to the DRP and encouraged students to access them at a time when libraries were closed. The introduction of MOODLE platform during the year 2020-21 gave impetus to teaching, learning and evaluation. The footfall of students to DRP was exponentially high. The college offered data subscription and smartphones to needy students. Wi-fi hotspots were provided when regular classes resumed.

File Description	Documents
Best practices in the Institutional website	https://gasckondotty.ac.in/student-s-zone/arc/
Any other relevant information	https://gasckondotty.ac.in/student-s-zone/drp/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college succeeded in achieving exponential growth within a short span of time, thanks to the support from the local community. In turn, the college, in due course, devised community outreach programmes that would empower the local community. The most distinctive among them is Academic Reciprocity with the community (ARC). Academic support was rendered to SAKAN, an orphan-care project, under CBMS Orphanage, Vilayil. The initiative, that began in 2019, was continued during 2020-21, despite the challenges of COVID. The college coordinator of ARC prepares a list of faculty and students (who form the Academic Support Team (AST) to mentor the orphans on areas like career development, counselling etc. and the list is handed over to SAKAN Coordinator. Student members do individual tutoring for school subjects. The service is absolutely free. The college observes SAKAN DAY, to collect donations from the college to fund the programme. A common session of AST and learners is arranged at CBMS. Later, SAKAN coordinator allots learners to AST considering learner requirements and prepares a schedule of sessions and allots learners/ classes to the team, Sessions are given on Sundays at CBMS. The initiative has fostered strong civic sense and social commitment among the college community.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

The college plans to improve brandwidth of the net connectivity and cloud space of Moodle LMSto ensure smooth conduct of online classes, testing and feedback system. Each department is advised to plan at least one activity which is highly beneficial to uplift the neighbouring community educationally and socially like improving their communication skills and self employability capabilities. All the major departments which offer either UG or PG programmes plan to host national/international conferences/seminars to keep learners and the academic commuity abreast of thelatest developments in the field.The college also plans to increase the number of outreach and extension programmes to be organised by various bodies, clubs and forums to

incorporate the cross cutting issues and values to the curriculum. Another plan is to submit proposals to government for constructing a separate classroom block and hostel facility for girls. The two PG departments, English and Maths plan to submit request for upgrading as research departments . The college plans to get 12b recognition as all manadatory steps for it are now realised. The college also plans to get more funds for new initiatives like Earn While You Learn and YIP.