



# **SELF STUDY REPORT**

## **FOR**

### **1<sup>st</sup> CYCLE OF ACCREDITATION**



## **GOVERNMENT ARTS AND SCIENCE COLLEGE KONDOTTY**

VILAYIL (PO) MALAPPURAM DISTRICT - 673641  
[www.gasckondotty.ac.in](http://www.gasckondotty.ac.in)

Submitted to  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BANGALORE**

April 2021



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# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Government Arts and Science College Kondotty (GASCK) was established in 2013 as per GO .(M.S) No.565/13/H.E.D dated 17/08/2013 and is located in a lush green village called Vilayil-Parappur which is about 12 Kms away from Kondotty town and 15 Kms far from Calicut International Airport. Affiliated to the University of Calicut, the college offers five UG and two PG programs which include new generation job-oriented programs namely BTHM and Functional English. Within a short span of time, the college could find its niche in academic, social, cultural and athletic domains due to the committed and concerted efforts of the teachers, students, administrative staff and the local community around. The AISHE code of the college is C-48450.

The current intake for UG programs is 38 except for B.Com in which the intake is 54. The current student strength in MA English is 20 and in MSC. Maths is 15.

The college functions as a prospective centre of knowledge and instruction for hundreds of students belonging to the underprivileged sections of the society. Majority of our students belong to the different sections of minorities in the society. A good chunk of them are OBCs and SCs.

### **CORE VALUES**

Excellent instructional practices

Independent and lifelong learning

Individual responsibilities

Personal honesty and professional ethics

### **COLLEGE MOTTO**

Learn to Prune is the motto of the college which implies that learning has to bring about cognitive and qualitative changes in the learners so as to enable them to locate and realise the skills and habits they have to sharpen to be adaptable and adaptive to the ever-changing world.

### **EMBLEM**

The college emblem consists of an open book, a pen and two elephants and eight stars. The open book and the pen symbolise the unrivalled position of reading and writing in acquiring and sharing knowledge. The elephants stand for the power that knowledge is capable of infusing to the learner in multiple ways and the eight stars stand for the core values or skills that learners have to strive for in the process of pursuing their studies: systematism, commitment, perseverance, adaptability, scholarship, obedience, sociability and indebtedness.

### **Vision**

To strive to be one among the foremost centres of higher education by imparting distinctive quality teaching and learning, professional excellence and superb employable skills.

## Mission

- To mould the prospective students to be socially, politically, culturally and educationally adept and adaptable individuals.
- To achieve excellence in teaching and learning by capitalizing on state of the art technological tools and by creating a conducive environment for self-learning, independent pursuit of knowledge and innovative pedagogic practices.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. **Government run College:** The college has the benefit of getting all the government initiated projects and schemes. In addition the College Council has full authority to take timely decisions on any academic & administrative matters.
2. **Assured source of funding:** The government annually allocates fund for all government colleges.
3. **Merit based selection of both teachers and students:** Merit is the sole criteria for appointment of staff and selection of students.
4. **Local community support:** Since its inception, the neighboring community has been extending their all types of support.
5. **Donated land:** Had it not been for the donated land by the VPAUP trust, the college could not have been materialised , as free land was a prerequisite, as per the government policy.
6. **The only Govt college with BTHM:** BTHM programme is mostly offered in the self financing sector, and the course fee is too high for ordinary people to afford.
7. **Well disciplined campus culture:** There is nil or minimal disruption in the form of student agitations and disciplinary issues, as the college could set a well disciplined campus culture.
8. **Campus location:** Panoramic, environment-friendly and noise-free campus gives an apt ambience for better academic pursuits and peace of mind.
9. Availability of all basic amenities like water, transport, etc.
10. **Dedicated team of faculty:** Young and hard working team of faculty members are one of the key contributing factors to the current growth of the college.
11. Supportive Administrative wing.
12. **Faculty from the neighbourhood:** This makes them spend extra time for the overall growth of the college.
13. **Rural Area:** The local community look at the college as their own and are willing to give any help.
14. **Majority of student community are female:** They are comparatively more serious in their studies, and help maintain well disciplined campus culture
15. 20% of Faculty are with extensive-**foreign teaching experience.**
16. The number of faculty members with **PhD** is high.

17. A community of students willing to take active part in the growth of the college
18. The college is located in an area where there is space for cultural, social, economical and educational uplift/progress.

### **Institutional Weakness**

1. A rural and remote area: The two basic advantages of an urban area, namely availability of facilities and ease of access to all kinds of services & facilities, are very limited.
2. Limited public transportation: The college is situated on Hajiyarpadi- Edavannappara road, where public transport facilities are very minimum.
3. Rural background of students: The student community of the college predominantly are from rural background. So their aspirations and career goals are very limited.
4. Limited opportunity for industrial exposure: The area of the college doesn't have large scale industries. Hence students have to travel to distant areas for getting practical exposure.
5. Shortage of acquired land: The area of the donated land is only 3.22 Acres, which is a limitation for further large scale development.
6. Staff transfer: The stability of administrative head and supporting staff is very crucial for the steady growth of any institution. The government norm of transferring teaching and non teaching staff affects the overall growth and functioning of the college.
7. Lack of sufficient infrastructure facilities: Being a college in its early years the infrastructural facilities are in the process of development. This poses a challenge for the effective conduct of many curricular and co-curricular activities.
8. Student dropout: The rural background and familial responsibilities of female students lead to student dropout.
9. Majority of students are female: The duration of campus hours influences the vibrancy and dynamism of the college. The female students in the college have a tendency of leaving the campus soon after the study hours. Consequently many co-curricular activities cannot be scheduled after the study hours.
10. A New college: Being a very young college, it is still waiting for NAAC accreditation and recognition under 12(b). So the college could not apply for any funds other than limited plan fund from the state government, and this affects badly the academic ambitions of the college.

### **Institutional Opportunity**

1. Redefining aspirations of the rural students: The college could channelize many aspiring students to reputed HEIs in and out of Kerala.
2. Young aspiring faculty: The college could set, despite the usual limitations of a new government college, a good vision, mission and imitable academic models. This was because of the young, and vibrant team of faculty members.
3. Opportunity to cater to divergent programmes in all streams: Being a college in the rural area and run by the government, it has a potential for growing into a centre of excellence in any branch of study. Further the diversity of the programmes in the college enables to cater to the higher study needs of students from any branch: humanities/science/commerce.
4. Opportunity for social outreach programmes: The locality and neighbouring community of the college need active intervention in their academic, social, cultural and economic domains. This gives the college opportunities for various outreach programmes.

5. Opportunity for nurturing arts and sports talents: The past track records show that many students in the college had good talents in both arts and sports, which could be nurtured with proper training.
6. Chances for emerging as academic hub for the neighbouring community: Though there are educational institutions around this area, they haven't developed into a centre of excellence. The college has the potential to develop into a centre of excellence in academics.

### **Institutional Challenge**

1. Acquiring more land to improve facilities: More land is a necessity for the multi faceted development of the college. But there is no land available adjacent to the campus.
2. Augmenting sufficient infrastructural facilities: To be a centre of excellence, the college needs a lot of infrastructural facilities. It may take years to materialise this.
3. Ensuring sufficient transportation facilities: Though there are a few public buses and the college bus through this route, it is not sufficient to meet the transportation needs of the students. Owning and maintaining more college buses is a big challenge , as it is not financially viable.
4. Reducing the number of dropouts: Since the major reason for the drop-out of students is familial, the college has limitation to take measures to reduce it.
5. Sustaining the initial tempo of teamwork: Being a government college any member of the staff may get transferred any time. It may not be easy to sustain the growth and academic tempo of the college when the size of the college community increases and new staff members join.
6. Rising up to the expectations of the neighbouring community: The people in the surrounding area have taken the college to their hearts, and they expect much from the college. It may not be easy to satisfy all their expectations, especially in terms of admission to the students of the locality.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Despite being a young college, it was upgraded to a PG college in 2018. At present there are five UG programmes and two PG programmes under CBCSS scheme and a Diploma offered by the Departments of English, Urdu, Commerce, Mathematics and Tourism & Hotel Management. In addition, the college offers five add-on and six certificate courses..

#### **Given below are the major features of the curricular aspects of the college:**

- Both the curriculum as well as co-curricular activities are used to sensitize the college community on issues related to ethics, gender, human values, environment and sustainability.
- Effective implementation of the curriculum is carried out in the college by the faculty members and monitored by various bodies like College Council, IQAC, and Departments.
- **Induction programme** (for new intakes) and **Bridge course** are organized. At the beginning of each semester portions are allotted to various teachers at the department meetings. The college has teacher diary, which records the progress of class room transactions. Regularly conducted department meetings monitor the progress of academic activities. At the end of each semester teachers submit portion completion report. Regularly collected feedback from students helps the college to make improvements. Most of the teachers follow ICT enabled teaching methodology, where they use LMS and online platforms. The college collects feedbacks from students, teachers , employers and alumni, evaluates and

takes necessary actions for improvement of the academic system.

- The college follows a transparent system for Continuous Internal Evaluation.
- The **mentoring system** brings all students under various mentors.
- The college has a mechanism for identifying **slow and advanced learners** and catering to their diverse academic needs.
- The **academic calendar** includes tentative plan of both academic and non academic activities, and strives to adhere to it.
- Some of the faculty members are members of BOS, Academic council, and involved in setting of question papers, evaluation and design of curriculum for add on and certificate courses.
- Field visits, industrial linkage, role play, seminar presentations, and projects provide experiential learning

### Teaching-learning and Evaluation

The college has a systematic and well organized teaching and learning ecosystem. The prominent features of the system are:

- The college ensures maximum number of intakes against the sanctioned seats for each program in line with government and university norms. There has been 100% enrolment in all programmes with the exception of 2018-19. Similarly all reserved seats are filled by candidates from the respective category
- The Advanced –Slow learners Policy enables to address student diversity and to cater to their academic needs.
- The current teacher –student ratio is 1:17. All teacher posts are filled
- Thrust is given to experiential learning methods. PG students are given practice teaching lessons in the UG classes, the department of English takes their UG students to neighbouring schools to practice teaching. BTHM students are given six months internships at various hotels and travels. Besides all departments take their students on tours as a part of experiential learning. WWS students are provided with special trips to reputed institutes.
- Clubs, other forums and magazines provide all students opportunities to develop, exhibit and apply skills and knowledge.
- ICT enabled instructional methods are encouraged. Most of the classrooms are equipped with LCD projectors, all teachers have laptops, all departments have access to free high speed internet, and students are provided with wifi hotspots. Many teachers use LMS and other online platforms for teaching process.
- All students of the college are part of college mentoring system, and the mentor-mentee ratio is 1:70.
- 45% of the fulltime teachers are PhD holders.
- The college has a transparent mechanism to address student's grievances related to examinations. There is three tier system, that comprises department level, college level and university level of mechanisms
- There are mechanisms to transact POs and COs and to evaluate the attainment of the same to the students and teachers like college website, annual induction programme, result analysis, internal examinations etc.
- The college has an average pass percentage of 80 %.

### Research, Innovations and Extension

The college provides all possible facilities to encourage innovation and research in teaching learning process.

- There are three research supervisors in the college and nine scholars are doing PhD under them.
- Many of the faculty members are resource persons at various national and international seminars.
- Many of the faculty members have PhD, have authored books, have contributed to journals and are members of academic bodies like BOS. A total of ten research papers and eleven books /chapters to books were published during the period by the faculty members.
- The college organized seven national /international seminars in the last five years.
- The college organizes a number of extension programmes to create awareness on social issues that leads to holistic development. The college completed construction of seven houses for the poor families, built check dams in *Punnapuzha* river, collected plastic waste in the neighborhood, organic farming in Elankavu, donated food and medicine to the needy, provided financial assistance to poor patients, cleaned hundreds of houses during the flood of 2018& 19, helped pain & palliative care patients and donated blood.
- The college promotes innovation. ED club of the college gave training in LED bulb making.
- The NSS unit conducted various surveys in the neighborhood like Educational Survey, M/R vaccine survey, Rebuild Kerala Survey etc. that contributed to the creation of knowledge.
- The college NSS spearheaded many extension activities in the campus. The unit received eight best volunteer/best Programme Officer/ Best Unit awards during this period. There were five (2015-16),seventeen (2016-17),eleven (2017-18),forty four (2018-19) and twenty eight (2019-20)extension activities. The number of students who participated in these activities were 102 (2015-16),150 (2016-17), 202 (2017-18),400 (2018-19) and 410 (2019-20).
- Various departments of the college have collaboration with outside agencies and academic institutions for promoting research and improving teaching- learning process. The Department of Tourism and Hotel Management has collaboration with two industries for internship, Department Urdu has collaboration with three institutes for academic exchange, and Department English has collaboration with four institutions for academic exchange and sharing of resources.

### **Infrastructure and Learning Resources**

The college has adequate infrastructure and learning resources for the running and smooth conduct of all the programmes.

- There are 19 classrooms, out of which 13 have inbuilt LCD projectors
- Two seminar halls with a seating capacity of hundred each
- There is food production lab where 20 students can do practical at a time
- The computer lab has 20 Desktop computers.
- The college library is fully automated and it has a collection of more than 8000 books.
- The college has subscribed to N-List
- There are specific rooms for all the departments, office, bodies like NSS, IQAC, Jeevani, etc.
- The college has access to three phase electric connection and high speed internet (NMIIEC connection and FTTH connection)
- There is sufficient power backup (UPS + battery) in office, computer lab, library and seminar hall.
- The college has a canteen and a PTA store.
- The college has playground (MoU with VPAUP), open stage and multipurpose sports arena to conduct sports and cultural programmes.
- Wifi hotspot is available for students
- Student –computer ration is 1:10
- The college receives ample funding from the state government to procure infrastructural facilities- 1.76



Million in 2015-16, 2.86 M in 2016-17, 3.79 M (2017-18), 23.25 M (2018-19) and 5.32 M in 2019-20.

## Student Support and Progression

The college has a systematic and efficient mechanism for student support and progression.

- On an average 93.44% of students avail of government scholarships. The percentage of students who got scholarships are 91.02% (2015-16), 93.2% (2016-17), 93.7% (2017-18), 94.5% (2018-19) and 94.8% (2019-20).
- The college has initiatives for capacity building and skills enhancement –PACE, a club under Department of English provides practice in spoken English, *Pragmatica*, a short term course by Physical education Department, *Basic Compute Skills* course by Computer department are some of them.
- ED club, Women Cell, Tourism club etc. also take initiatives for capacity building.
- Placement & career guidance cell of the college organized talks and trainings in collaboration with University of Calicut.
- The college has all statutory /regulatory bodies like Anti ragging committee, women cell, Internal Compliant Committee, Discipline committee, etc Awareness programmes are conducted by these bodies.
- Students' grievances of all types are addressed by the committees in a timely manner and actions are taken according to their recommendations.
- Most of the students go for higher studies.
- Students received medals and prizes in sports and arts competitions at Zonal, University, State and Nationals. Total number of such awards/prizes are one (2015-16), five(2016-17), thirteen (2017-18), and twenty (2018-19).
- Students' representation and engagement in various administrative, co-curricular and extracurricular activities are ensured by participating them in committees like IQAC, CDC, WWS, SSP, Library Development Council and Canteen.
- Students participation is ensured in Women's Cell, Anti Sexual harassment committee, etc.
- There is a democratically elected students union, that leads various extra curricular/co curricular activities.
- All the activities of all clubs and forums in the college are organized by students under the supervision of the faculty in charge
- The alumni involves actively in the development of the college, by contributing financially, by giving feedbacks, and becoming motivators and guides for the y

## Governance, Leadership and Management

The college strives to create and maintain professional and academic environment through the following ways:

- It seeks to achieve its vision and mission by effectively utilizing the mechanism of the College Council, IQAC, Departments, PTA and other bodies. All the segments of the organizational hierarchy like College Council, College Development Committee, IQAC, departments, Admission Committee, Examination Committee, Purchase Committee and clubs and forums work together in harmony for the attainment of the goals of the institution
- The college follows a systematic decentralized mode of administration

- The college has prepared strategic plans for the period of 2015-2020 and 2020-2030 . The first strategic plan was successfully implemented and had been evaluated at the end of the term 2020.
- The college has achieved commendable progress in terms of its infrastructural facilities and has achieved all the targets that had been envisioned in the strategic plan of 2015-2020 by 2020.
- E-governance has been implemented in the areas of administration, finance and accounts, student admission and support and examination
- Effective welfare measures for the staff are implemented in the college. This includes the mandatory welfare measures instituted by the government and measures taken by the college through Staff Club and other bodies.
- The college organizes seminars and workshops to give training to staff and students.
- The college has a very systematic Performance Based Appraisal System for staff as per government and university norms. It also has feedback system from all stakeholders to assess the functioning of the organization and a well organized Academic Monitoring System.
- Financial audits are conducted regularly by DCE, AG Kerala and by Annual Internal Audit Committee
- The college has effectively utilized funds from State Government, DCE, CDC, PTA and donations and sponsorships from individuals, alumni and philanthropists
- IQAC has initiated and systematized ICT Integrated instruction by providing workshops to train teachers. IQAC also initiated Standard Operating Procedures that systematized the functioning of the college. It also introduced Teacher's Diary and systematized portion allocation and timely completion through periodic reviews.
- All departments offer Add-on and Certificate Programmes

### **Institutional Values and Best Practices**

GASC Kondotty takes effective measures for the promotion of institutional values.

- Gender equity is ensured through the effective implementation of the curriculum that deals with such values as well as co-curricular activities that are organized by Women's Cell and other bodies. (Anti-Sexual Harassment Cell) Internal Compliant Committee deals with sexual harassment on the campus.
- The college has effective mechanism for treatment and management of solid waste, liquid waste and e-waste.
- The institution has facilities for alternate sources of energy like solar energy, biogas plant, wheeling to the grid and sensor based energy conservation
- Water conservation facilities like rain water harvesting, an abundant water source and a well maintained water distribution system are available in the campus
- The college promotes green initiatives like POWER DAY, NO PLASTIC POLICY, organic farming and so on. Regular green, energy and environment audits are done
- The Institution takes disabled friendly measures like providing scribes and human assistance and ramps for differently abled students
- The college community is sensitized regarding constitutional values, rights and responsibilities through various ways. The Preamble of the Constitution is prescribed for study for Common English Course. Induction Programme and Display Boards sensitize students on values. Values are also inculcated through various initiatives of the NSS like rescue operations during floods, House a Year Programme, financial assistance to needy students, blood donation and so on\
- The college has a prescribed Code of Ethics for the entire college community which is posted on the

college website

- The college observes days of national and international importance like Independence Day, Environment Day and so on. All religious festivals are celebrated in the campus
- The two Best Practices of the college are House a Year and Digital Resource Pool. House a Year is a project that seeks to construct at least one house for the homeless people in the neighbourhood. Digital Resource Pool (DRP) is an initiative taken by all departments to provide e-resources pertaining to their disciplines that enables students to access them free of cost thereby minimizing the economic divide in the acquisition of knowledge.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT ARTS AND SCIENCE COLLEGE KONDOTTY
Address	VILAYIL, PARAPPUR VILAYIL (PO) MALAPPURAM DISTRICT
City	KONDOTTY
State	Kerala
Pin	673641
Website	<a href="http://www.gasckondotty.ac.in">www.gasckondotty.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Abdul Latheef .v.	0091-9207630507	7034070214	-	kondottygc@gmail.com
IQAC / CIQA coordinator	Abdulatheef Kampuravan	0091-8592063007	8592063007	-	latheefkavanur@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	07-08-2013			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Kerala	University Of Calicut		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	17-07-2017		<a href="#">View Document</a>	
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	VILAYIL, PARAPPUR VILAYIL (PO) MALAPPURAM DISTRICT	Rural	3.22	3581.74

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	PLUS TWO PASS	English	40	40
UG	BCom,Commerce	36	PLUS TWO PASS	English	52	52
UG	BSc,Mathematics	36	PLUS TWO PASS	English	40	36
UG	BTTM,Tourism And Hotel Management	36	PLUS TWO PASS	English	41	41
UG	BA,Urdu	36	PLUS TWO PASS	Urdu	40	40
PG	MA,English	24	UG PASS	English	19	19
PG	MSc,Mathematics	24	UG PASS	English	17	17

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				29			
Recruited	0	0	0	0	2	0	0	2	15	14	0	29
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				12
Recruited	8	4	0	12
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	7	5	0	14
M.Phil.	0	0	0	0	0	0	1	5	0	6
PG	0	0	0	0	0	0	4	3	0	7



<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	0	1	0	1

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	1	0	3

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	197	0	0	0	197
	Female	369	0	0	0	369
	Others	0	0	0	0	0
PG	Male	1	0	0	0	1
	Female	64	0	0	0	64
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	94	0	0	0	94
	Female	175	0	0	0	175
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	33	29	28	28
	Female	39	39	32	30
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	157	175	126	164
	Female	284	251	219	159
	Others	0	0	0	0
General	Male	9	8	10	7
	Female	22	14	11	9
	Others	0	0	0	0
Others	Male	17	12	13	12
	Female	27	21	20	17
	Others	0	0	0	0
<b>Total</b>		<b>589</b>	<b>549</b>	<b>459</b>	<b>426</b>

## Extended Profile

### 1 Program

#### 1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
198	182	162	159	159
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	5	5	5

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
589	544	459	426	381
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
104	109	84	80	74

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
163	153	134	121	108

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
31	27	23	23	23

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	0	0	0	12

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 21**

**4.2**

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

2019-20	2018-19	2017-18	2016-17	2015-16
54.56	231.98	52.4	24.6	415.24

**4.3**

**Number of Computers**

**Response: 58**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

The College offers **2 PG** and **5 UG** programmes under the CBCS system and **1 Diploma course** of NCPUL. Being a college affiliated to the University of Calicut, it strives to implement the university curriculum efficiently in tune with the vision and mission of the college. To ensure effective implementation of the curriculum, the following steps are taken:

1. The College provides **Induction Programmes** to all students at the onset of their course which provides orientation to the students with respect to their respective disciplines.
2. The **College council, IQAC** and the **Departments** play very crucial role in ensuring the successful implementation of the curriculum in a systematic and timely manner. The council directs departments to take timely actions, the departments draft action plan and allocate portion to the faculty and the IQAC monitors all this process.
3. At the beginning of each academic year, portions are allocated to each faculty member at the department meetings. The portions are to be completed in a timely manner and internal assessment conducted by the end of each semester.
4. The progress and success of classroom transactions and evaluation are monitored at the department meetings held from time to time.
5. **Teacher's Diary** documents regular classroom activities which enables the college to track the regular progress of classroom transactions of each faculty.
6. ICT enabled teaching methodologies are used by all faculty members with help of the cutting edge technology available in the field of education. Teachers are updated with regard to technologies like LMS (Schoology, Google Classroom) and online teaching platforms like Zoom and Google Meet which aids effective delivery of classes.
7. Regular **student feedback** is collected department-wise at the end of every semester. Feedbacks are analyzed and remedial measures are taken at different levels of the college.
8. The college conducts two types of **internal assessment** system. A) Centralized internal exam at the end of each semester. B) Unit test, class test, oral exams, assignments and seminars conducted by individual teachers.
9. The College has **Mentoring system, SSP** (Scholar Support Programme) and **WWS** (Walk With the Scholar) to guide the students in addition to the assistance given at the Department level. The college also has Remedial Teaching system to cater to those students who need special attention.
10. The Departments conduct various **national and international seminars** based on the availability of funds from the government. These seminars give the students exposure to the contemporary trends in their disciplines and also in interdisciplinary issues. It also gives them opportunity to present papers and participate in the discussions.
11. All the departments of the college have various **clubs and forums** to supplement academic and non-academic needs of the students. They enrich the values of the curriculum.
12. College has a specific strategy to address **slow/advanced** learners.

13. **Talks** by experts from Industry/ field and **student visits** to the industry are arranged by most of the departments ,with the aim of providing practical exposure.
14. Each department conducts **bridge courses** to the newly admitted students to orient them from the secondary to tertiary mode of education.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

#### Response:

The college prepares its academic calendar in consultation with the academic calendar published by the University of Calicut from time to time. Each student of the college is provided with a copy of the same every academci year.

The college Calendar gives specific details of the following:

1. Overview of each programme
2. Details of courses under each programme
3. Profile of the departments, including faculty details and contact numbers
4. Centralized internal examinations, publication of Internal Marks, etc
5. Tentative schedule of University examinations
6. Tentative dates of major events like College Arts Fest, College Sports Fest, etc.
7. Tentative dates of academic events like, bridge course, induction and orientation programmes
8. Observance of major days like Republic day, Human rights Day, Independence Day, etc
9. Details of various Clubs and Forums
10. List of public holidays
11. Details of add-on and certificate courses
12. Necessary information regarding university correspondence

The Departments follow the academic calendar and plan their academic activities accordingly. They ensure that the various components of CIE like Seminar, Assignments and Tests are completed as per the calendar schedule. The college calendar is prepared well in advance, by a committee appointed by the College Council. This system helps the students to gain an overview of the college, and also to be well prepared for CIE. The Department council and college council discuss the progress and suggest timely measures to ensure implementation of all programmes according to the calendar.



File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

**Response:** 7

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

**Response:** 48

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	10	10	9	8

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 46.48

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

2019-20	2018-19	2017-18	2016-17	2015-16
270	233	228	205	175

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

**Response:**

The college has an inclusive perspective of education which is implemented through the curriculum as well

as through various other activities .To address these issues and to create awareness regarding the same, the college has three kinds of mechanisms:

1. **Syllabi:** Many programmes offer courses that deal with issues relevant to ethics, gender, human values, environment and sustainability. Mandatory courses that are common to all programmes like English, Arabic/Malayalam, etc. have various chapters and lessons that deal with these topics. Besides programmes like BA Functional English and BA Urdu have specific courses in their curriculum that are related to these areas. There are a total of 104 courses across the programmes which discuss these issues.
2. The college has many **clubs, forums and committees** that specifically address these issues
3. Various events and activities are conducted by the college that contribute to creating a better awareness among the college community regarding these issues. Given below are the few of measures adopted by the college to sensitize faculty members and students regarding such pertinent issues.

### **Professional Ethics:**

- The college has formulated a **Code of Ethics** that outlines the general code of conduct to be adhered to by each segment of the college community namely faculty members, administrative staff and students. It adumbrates the ethical principles to be followed in order to achieve the vision and mission of the college and to instil a better sense of responsibility and accountability. Besides the college has an Ethics committee that monitors the successful implementation of the code of Ethics. Display Boards in the classrooms enable to sensitize students on the right conduct to be followed by the student community
- A session on Professional Ethics is organized in the college every year.

### **Gender:**

- **Women Cell** acts as an agency to empower women by organizing events like self defense training.
- The college has facilities like separate toilets for men/women, Ladies room, etc.
- Premarital courses are conducted regularly.
- The college has a gender policy.

### **Human Values**

- Human values are displayed in the campus.
- The college has different bodies /platforms to facilitate cooperation and values of sharing and caring.
- The Student union offers scholarships to needy students.
- The Staff club organizes various programmes to strengthen rapport among its members. The programme “WE WITH YOU “ offers monetary assistance to needy students
- The college has separate unit of PAIN AND PALLIATIVE.
- The college conducts blood donation camps regularly
- The NSS of the college has a programme called ‘ **House a Year** ’, which constructs houses for homeless people .

### **Environment and Sustainability**

- The college campus is environment friendly
- The College has NO PLASTIC Policy
- The college has the following:
  - segregated waste collection and management system
  - Bio Gas Plant, that has a threefold function: 1)management of bio degradable waste, 2)producing gas and 3)producing slurry- fertilizer.
  - Three incinerators for disposal of sanitary napkins
  - Organic farming in the campus
  - The college buildings are constructed without much topographical alterations
  - The college has a rain harvesting system (mashakuzhi)
  - Observes POWER day
  - NSS unit has planted trees in the campus

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

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

**Response:** 4.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	7	7	7	7

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

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

**Response:** 37.35

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

Response: 220

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

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

**Response:** A. All of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

**1.Feedback collected, analysed and action taken and feedback available on website**

- 2. Feedback collected, analysed and action has been taken
- 3. Feedback collected and analysed
- 4. Feedback collected
- 5. Feedback not collected

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 95.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
212	221	170	161	149

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

2019-20	2018-19	2017-18	2016-17	2015-16
224	245	174	165	153

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
104	109	84	80	74

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

Being a government college, admission to all programmes is strictly based on merit. Yet there are certain students who are slow learners requiring special attention. There are also advanced learners who must be put in a more challenging environment. Since the beginning of the college, most of the teachers have tried to address this challenge in their own way. Later the college formulated a policy named “**ADVANCED – SLOW LEARNERS POLICY**” for handling student diversity in order to standardize and bring uniformity to all the activities conducted by various departments in this regard.

As a part of this policy, the following steps are taken by each department.

1. Identifying student diversity: Each department identifies advanced and slow learners at the beginning of each academic year 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.
2. The test is objective type mainly focussing on their respective subjects such as Language, Mathematics, Commerce etc , logical and analytical questions.

Students who score 80 % and above are considered to be advanced learners and those who score below 50 % are considered to be slow learners.

After this gradation, the learner requirements of each group are addressed in the following way:

#### Slow Learners

- Teachers identify the areas/ portions in the syllabi of the first semester by the third month of the semester where reinforcement is required for slow learners.
- Teachers allot these portions/ areas to Advanced Learners for **Peer Teaching**. Peer teaching is done during free time or before /after regular class time.
- Teachers engage special sessions (before/ after the regular class time or free hours) to help slow learners and keep record of the same
- The college conducts SSP (Scholar Support Programme) a Kerala Govt. initiative specifically meant for slow learners. It provides additional sessions, motivational classes, lessons on time management, learning skills, examination tips, etc.

#### Advanced Learners

The above programme is primarily meant for slow learners but equally beneficial for advanced learners. However advanced learners require a more challenging environment to bring out the best of their potential. Hence the following measures are taken to cater to their specific needs

- Peer teaching sessions. Teaching peers equip them with skills to face more challenges and thus



satisfy their thirst to excel.

- **TOUGH NUT CHALLENGE-** The teacher assigns topics/areas/ sections, that are comparatively difficult and challenging to the advanced learners to prepare assignment/ seminar/ presentation. The presentation will be done in the class concerned or clubs of the department or general forums of the college
- The college conducts WWS ( Walk With a Scholar) an initiative of Kerala Higher Education Department, which is meant for inspiring and guiding students with high academic potential to set up high goals and achieve them.
- 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 discussions, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 19

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

The college understands that teaching –learning process will be incomplete if it is unidirectional. Active participation of students is indispensable to holistic learning. Hence the college follows 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. They prepare well and engage classes under the supervision of the faculty member. This enables them acquire deeper knowledge in the area concerned and to develop their teaching skills.
2. **ELT students teach school students:** Both BA Functional English and MA English have a course in ELT. Though the curriculum does not stipulate practical sessions, the Department of English takes students to nearby schools to engage classes to provide them practical experience.
3. **Laboratories:** Students of BCom, BA Urdu and Bsc. Maths are taught practical computing in the Computer lab. Though the curriculum does not stipulate practical training for Urdu and BCom

students, the departments concerned provide them practical lessons. BTHM students are given training in food production, hospitality service, front office management, and housekeeping as part of their curriculum.

4. **Debate & discussion:** All the departments in the college practice participatory learning methods like discussion, debate, seminar presentation, quiz, etc. This method also helps the learners to acquire problem solving skills.
5. The department of Tourism & Hotel Management provides practical training in **outdoor catering, online ticket booking, passport application, air ticketing** etc. In addition they provide practical experience in operating tours during their mandatory ten days national tour.
6. **Internships:** Students from BTHM and BCom are sent for practical training/ internships in firms related to the field that provides them experiential learning.
7. **Role play:** The department of English engages students in role plays to enable them to learn experientially the lessons of drama and theatre course.
8. **Media visits/ Field visits:** The department of English takes students to media firms to provide firsthand experience in media production, editing, printing etc. Besides students are taken to various institutes and other related places for experiential learning.
9. **Clubs:** All departments in the college have clubs and forums focusing on areas related to their discipline. They provide platform to engage students in multi dimensional experiential learning.
10. **Magazines:** There is an annual college magazine and some departments have their own magazines that provides platforms for learners to bring out their talents and creativity. Besides learners are provided opportunity to publish their creative works in print and electronic forms.
11. **Management meet:** The department of commerce conducts management meets every year to provide practical experience in the field of management.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

The college, though young and has limitations in terms of infrastructure and other amenities, has a vibrant team of faculty members who are young, aspiring and technologically advanced. The different types of constraints in the college are, to great extent, overcome by the effective use of this manpower. All the faculty members are well versed in integrating ICT to teaching-learning process.

#### Highlights in this regard:

1. 33 out of 34 faculty members use LMS (Schoology / Google Classroom/) as a teaching tool. This was really a boon during the pandemic that marred the academic year 2020-21.
2. All teachers have Laptops/Tabs, that are used in teaching –learning process. Teachers use PPT and other related softwares to make the classes more interesting and multi sensory.
3. Out of 19 class rooms 13 class rooms have inbuilt projectors.

4. There are Wi-Fi hotspots for students to access internet. Students are encouraged to go online to locate resources pertinent to their studies.
5. All departments have access to high speed internet (NMIECT) through Wi-Fi /wired connections.
6. Many teachers conduct internal assessments/ assignment submission/ internal examinations/ discussion threads etc. online.
7. Each department has its own digital library that provides e-books to students. The digital library is categorized into folders, available in the college website which consist of books related to curriculum, extra reading, general books and video lessons by teachers.
8. There are You Tube channels providing recorded/live classes maintained by either individual teachers, departments or the college. Students are encouraged to record their presentations/ talks on topics assigned to them and to upload to these channels.
9. All departments have common Desk Top computers and multi functional printers.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 19

#### 2.3.3.1 Number of mentors

**Response:** 31

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

## 2.4 Teacher Profile and Quality

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

**Response:** 90

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

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

Response: 19.08

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	5	4	3	4

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

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

Response: 0.08

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

Response: 2.6

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

The 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.

Marks/grades awarded to students as per the stipulated criteria are recorded. Marks for segments of attendance, tests , presentations and seminars are added together and consolidated. Internal marks are published in the respective department notice boards.

Students are given enough time to raise their grievances. They can approach the teacher concerned. Most of the grievances and concerns are redressed at this level. If the student is not satisfied at this stage the HoD is the next authority to be approached. The HoD makes necessary changes in the marks awarded if the claims of the student are found to be genuine.

The final Internal mark list is published and made available for verification by the students. Later the same mark list is uploaded to the University website as required.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

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:**

Students may approach the faculty concerned if they have any grievance or concern related to the marks awarded regarding any segment of internal assessment.

The teacher concerned considers the claims made by students with available documents, and makes necessary changes in the marks awarded, if the claims are found to be genuine.

Students may approach the Head of the department if the grievances are not satisfactorily redressed at the faculty level.

The HoD looks into the matter and does the needful.

### College Level

The students may approach the STUDENTS GRIEVANCE REDRESSAL COMMITTEE, if their grievances are not satisfactorily redressed at the HoD level.

The committee redresses the grievance, if there is any merit in the claim, and settles the case.

### University Level

Students may use 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	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

### Response:

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

University of Calicut, they design the syllabus and formulate programme and course outcomes. 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. **College website:** The college website (<https://gasckondotty.ac.in/>) provides an overview of each programme and detailed description of POs and COs.
2. **Induction Programme:** At the beginning of each academic year the college conducts induction programme, in which a special session is devoted to describe POs of each programme.
3. **Bridge Course:** Each department offers bridge course for the new intakes. One of the thrust areas of these courses is to communicate COs to the students in a detailed manner.
4. **Teacher in charge:** 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. **COs of project/ Dissertation:** Special sessions are arranged by the departments to communicate the COs of project or dissertation.
6. **Handbook/ Printout:** Students are provided handbook, (that comprises all basic information of the programme including syllabus) or printed copy of syllabus at the onset of each semester. The preliminary discussion of the COs is done in the class and students are advised to probe deeper into it.
7. **Display Boards:** Display Boards in the department provide a brief overview of the programme.
8. **Calendar:** The college calendar provides brief outline of each programme.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

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

#### Response:

The college understands that the most important yardstick of academic achievement is the attainment of the programme outcomes and course outcomes. All other achievements of the college pale into insignificance if these are not achieved.

To evaluate the attainment of POs/COs the college has following mechanisms:

- **Internal Evaluation System:** The college has a very effective internal evaluation system, of which a major component is written tests (both centralised and individual). The performance of each student in the internal examinations is a true reflection of the achievement and progress of the student. Besides it gives room for faculty to take remedial measures if required.
- **Assignments/ Seminars/ Debates :** Various classroom activities like presentations, debates,

discussions, role plays, etc. help the faculty to evaluate the student and to gauge the level of achievement in terms of COs.

- **University Examinations:** 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:** Each department regularly conducts Result Analysis both Semester -wise and Batch- wise. This helps the college to understand the attainment of POs/COs and take immediate corrective measures if required.
- **Jobs /Higher study :** Admission to higher studies and getting jobs are clear indicators of the attainment of Programme Outcomes. Many of our students from all batches have got admitted to Central /State Universities both in and out of Kerala. Similarly some of our alumni are already successfully employed both in private and government sectors.
- **Feedbacks:** The college regularly collects and analyses feedbacks from students, alumni and employers. This feedback system helps us to evaluate the attainment of Programme Outcomes.
- **Project/ Dissertation:** All final year students are to submit a project/ dissertation as part of their programme. The projects/ dissertations submitted by individual students are reflective of the totality of all the skills they acquired during the course of programme. These include skills of comprehension, analysis, interpretation, application of various tools, language, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 83.31

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

2019-20	2018-19	2017-18	2016-17	2015-16
119	128	128	113	91

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

2019-20	2018-19	2017-18	2016-17	2015-16
159	162	142	128	108



<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 3.82</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

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

**Response:** 9.68

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

**Response:** 3

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

## 3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	5

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

**Response:**

The college envisions that the primary requirement of an educational institution for result oriented, effective and successful implementation of its programs is to create a suitable ecosystem. Keeping this in mind, the college, over the years, has planned and implemented several activities maximally utilizing the resources available. Our richest resource is enthusiastic and dedicated students from the rural population with their inestimable work potential. The college has been able to plan and carry out diverse extra-curricular events and initiatives tapping successfully this possibility. The success of most of them has been a result of the whole-hearted support of the general public in the catchment area too.

The following are the important among such activities and initiatives:

1. The faculty members of various departments have been actively involved as **resource persons** at various seminars/ lecture series and academic engagements.
2. Faculty members are actively involved in **research, publication and presentation**.
3. 10% of the faculty members are **research guides**.
4. Some of the faculty members authored Books for the University Curriculum.
5. Some of the faculty members authored Pre-School Packages for leading school networks.
6. Most the faculty members are either PhD holders or pursuing it.
7. Some faculty members are in BoS/Academic Council and similar academic bodies of both University and private institutions.
8. **Certificate Course in Research Methodology**, a joint venture of English and Mathematics Departments prepares students to get in to the world of research.

Students are actively involved in knowledge generation and knowledge transfer by working in various platforms like clubs and forums in the following ways:

1. **PG Students** of the college engage sessions for UG students and students in the neighbouring

schools.

2. **FAIR**, a club under the department of English organizes research activities like paper presentation, discussion, debates etc.
3. **ED club** of the college has initiatives to integrate learning with life skill enhancement like LED bulb making, manufacturing and marketing of paper bag, paper file etc.,
4. Various bodies in the college like clubs and forums **bring eminent persons** from various sectors to deliver talks.
5. The college organizes **National and International seminars** regularly, which facilitate knowledge generation and transfer.
6. NSS conducted various **surveys** in the neighborhood like Educational Survey, M/R vaccine survey, Rebuild Kerala Survey etc. that helped collect valuable data.
7. NSS has activities like **paddy harvesting** to acquire traditional life skills.
8. WWS facilitates interaction with eminent personalities and takes students to the premier HEIs .
9. Various bodies of the college take students to **field visits/ industrial visits**, etc to expose them to get practical knowledge.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 7

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	0	1

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

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

**Response: 3****3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 9

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

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response: 0.39****3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	1	3	4

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response: 0.43****3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4	1	2	1	3

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

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

**Response:**

The college envisions that education will be complete only if it is integrated with the societal needs and requirements. This will be facilitated only if the college has very strong bond with the neighbouring community, by healthy and productive 'give & take' policy. To achieve this goal various agencies of the college engaged in different types of activities and programmes for the last five years. They are:

The NSS unit of the college has accomplished following activities in this regard:

1. **House A Year** programme donates a house every year to the most needy person from the surrounding community. So far six houses have been constructed and handed over to the persons concerned.
2. The college regularly organized **blood donation**.
3. In 2016 the college setup a library in the nearby Vidya Poshini UP School.
4. A **Check dam** was built across the river of Punnappuzha, Moothedam Panchayat, Varakod Kadavu, an area facing acute shortage of waterf.
5. Plastic wastes from surrounding shops and houses were collected by our students in collaboration with Cheekode Grama Panchayath and handed over to other agencies for disposal.
6. Extended **monetary help** to the deserving terminally ill patients for their medical treatment.
7. Collaborated with Kudumbasree of Elamkavu, Cheekode for **organic farming** in 16 acres of land for Beans cultivation in 2017.
8. Students participated in **paddy sowing & harvesting**, in nearby areas like Vettuppara paddy fields and Vilayil paddy fields.

9. In 2017 **Food kits** were provided to each family in the adopted village, Vilayil
10. **Donated** food, medicine, clothes etc. to the needy people in the neighbourhood in various years as per requirement.
11. Days like AIDS day, Anti-drug Day, Children's Day, World Tourism day (BTHM-Loveshore), Ozone Day etc. were observed by conducting various awareness programmes.
12. Various **surveys were conducted** by the college like Geo-Tag Survey, Suchittwa survey, Leprosy case Detection Campaign etc.
13. During the Flood in 2018 & 19 the college extended its human face by **cleaning hundreds of houses** in the neighborhood, chlorinating wells and donating items like books, dress, food and money.
14. The college extended its service to the marginalized segments like lunatics (Kuthiravattam- Kozhikode) cancer patients, old people (Relief Old Age Home- Pazhamparapu-) etc, by providing food, making chapathees, and paying visits.
15. English and Mathematics Departments extend their service by **sending students to teach at the neighbouring school** and CBMS orphanage.
16. Urdu Department offers **free lessons to** UG students of distance education.
17. Urdu Dept. offers **free academic sessions** and consultancy services to the neighbouring institutions to run Urdu Language Programme.
18. The college Student Union organized a Food Fest and the income from that programme was donated to the **Pain & Palliative** Unit of the panchayath in 2019.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 8

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	6	0	2	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

**Response:** 135

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

2019-20	2018-19	2017-18	2016-17	2015-16
47	48	16	19	5

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 49.83

**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs**



**awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
410	400	202	150	102

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5 Collaboration****3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response:** 74**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
11	25	20	11	7

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response:** 11**3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other**

**universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	1	5	0

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

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college has adequate infrastructural and physical facilities to facilitate teaching -learning process. They are :

**Classrooms/ Seminar Halls:** There are nineteen **classrooms** of which thirteen have inbuilt LCD projectors and **two seminar halls** with a seating capacity of 120 each and sound system, lighting, projector, and white boards. Voice amplifiers are available to address large classes.

**Labs:** There are three **laboratories** in the campus: Food Production Lab for BTHM (to accommodate 20 students), Service lab for hospitality and Computer Lab for BA Urdu & Bsc. Mathematics (20 systems).

**Library** of the college is an integrated knowledge resource centre stacked with books pertaining to the syllabus as well as extra references, periodicals, magazines, and journals. Online resources like N LIST, e-journals, Digital library, Magazines and Research papers are also made available for the students. The library is equipped with an LCD TV with internet facility to provide information updates. It is fully automated and uses KOHA software.

**Departments:** All departments have spacious rooms with sufficient seating and storing facilities , desktop computers, multi functional colour printers and all faculty members have laptop computers/ tablets. Physical education department has a specific room for storing equipment.

**Office:** The college office is fully automated. All file movements are through **DDFS**, payment is through **e-Pose** and student related services are through **College -mate**. It is well furnished and has fulltime internet access. The Principal office is very spacious, well furnished and it has space for mini conferences.

**Exam Control Room:** There is a secure room to keep all valuable documents related to university examinations.

**Specific rooms:** There are specific rooms for the bodies like IQAC, NSS, JEEVANI, Career Guidance Cell and for clubs /forums like, Staff Club, Women Cell, Ladies Room, Student Union, etc.

**Power Supply:** The college has three phase electricity connection. In addition there is a petrol powered generator of 3 KV. Besides the college has a specific power room that acts as a control room to electric supply.

**Power back up:** There is battery powered power back up system with 30 Battery cells of 150 AH each and five portable mini UPS.

**Water:** The college has a well with abundant water, water distribution system with sufficient outlets and four water purifiers. For rain water harvesting there are two *Mazhakuzhi* (pits)

**Parking:** There is spacious parking slot with demarcated areas for staff, students and bicycles.

**Internet:** Uninterrupted internet is made available in the campus that can be accessed by both students and members of staff. There are some WI-FI hotspots which are specially meant for students.

**Toilets & Wash basins:** There are 38 toilets (separate for Boys & Girls / Staff) with attached incinerators for napkin disposal. Sufficient number of washing areas are there for students and staff.

**Canteen:** It has clean seating facilities separate for students and staff and provides quality food at reasonable price

**Stationery Store:** The college store provides all stationery items, text books, etc. and offers xerox facility.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### **Response:**

Since the college is in its formative stage, it is still in the process of acquiring necessary facilities. More priority is laid on acquiring academic facilities like classrooms, laboratories, etc. However the college has managed to acquire the basic facilities for cultural activities, sports and games also.

**Playground:** The college has very spacious (more than two acres) play ground 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.

**Indoor Games:** The college has facilities for indoor games like Table Tennis, Carroms, and Chess .

**Yoga:** As a part of promotion of Yoga, the college has facilities for yoga practice.

**Restling and Judo:** The college has indoor mats to practice wrestling and judo.

**Multi-purpose sports Arena:** The area located near the main entrance of the college is designed as a multi purpose sports arena, that can be used for outdoor volley ball, tennis and badminton. It has a mini gallery. The fund for this project has been sanctioned and the construction is under progress.

**Badminton Court:** The college has a badminton court near the semi- permanent building.

**Open Stage:** The outdoor stage with green room, sound system and curtains is under construction. It is facing the main open area in front of the college, and this paved area can accommodate nearly 1000 person as audience. The fund for this project is from LAD of the MLA. Administrative sanction for the same has been granted.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 71.43

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

<b>File Description</b>	<b>Document</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 62.06

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

2019-20	2018-19	2017-18	2016-17	2015-16
32.56	211	27.34	2.8	399

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The college library started functioning since December 2013 with a few number of books , which were directly related to syllabus. Since then every year a good amount of money has been sanctioned by the government for purchasing books, journals and periodicals and stocking facilities. As there was no librarian during the initial stage, teachers took charge of running the library. Consequently it took time to systematise the functioning of the library.

By 2015 the college moved to its own permanent campus and the second building constructed was 'lab/library block. The appointment of permanent librarian, sufficient stoking facility, its own building and fund for purchasing new books together improved the library considerably.

In 2017 the state government introduced the scheme of posting 'two library interns' as part of automating all government college libraries. The college posted two well qualified interns who took initiative in automating the library with the help of KOHA software and barcoding system.

KOHA package includes modules for acquisition, circultaion, cataloging, serials management, flexibe 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	Document
Upload any additional information	<a href="#">View Document</a>

### 4.2.2 The institution has subscription for the following e-resources

#### 1.e-journals

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

**Response:** B. Any 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

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

**Response:** 3.85

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.673	2.155	7.638	4.985	2.795

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

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

**Response:** 9.52

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

**Response:** 59

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

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

#### Response:

The college started functioning in 2013 under a Special Officer in very constrained circumstances without basic facilities. Within six months the college procured two desktop computers and a printer. The college subscribed to a landline telephone connection, and a mobile phone connection with internet access. Over the years the college has witnessed a steady growth in terms of its IT infrastructure..

#### Computer/ Projector/printer

By 2014 the college increased the number of desktop computers to seven and added an LCD projector. These computers were used to do practicals for BSc. Maths students.

During 2015-16 the college purchased sixteen additional desktop computers and five LCD projectors along with one laptop computer.

During 2016-17 the computer lab was expanded with twenty desktop computers and power backup with 20 batteries of 60AH. Besides six laptop computers were also added.

By 2017-18 the college procured ten LCD projectors. In addition all departments were provided with printers. All sections in the college office were given desktop computers and printers. Besides the college purchased an advanced Xerox machine to be used by both the office and students. The number of desktop computers then was 42 and laptop computers was 8.

By 2018 the college purchased two smart TVs, backup system (4 batteries of 150 Ah + 3KV UPS) to the college office and installed sound system in the seminar hall.

During 2018-19 there was a ban by the govt. of Kerala on purchasing computers and other IT facilities. Hence the college had to get special permission to buy new facilities. This caused a delay in the steady growth of the college in terms of IT facilities.

During 2019- 20 the college purchased seven laptop computers, two LCD projectors and five multi colour printers. At present all the departments have desktop computers, laptops, multi function printers and net connectivity.

#### Internet Access

When the college was functioning in Madrassa building, internet was accessed only through mobile phone hotspot connectivity. When the college moved to its own semi-permanent building in 2015, a BSNL broad



band connection with 10 MBPS speed was subscribed to.

Since September 2015 the college acquired NMIECT (BSNL) connection with a bandwidth of 20mbps.

The PTA of the college funded LAN facility in the semi-permanent building after this.

When the college started functioning in the new academic block, NMIECT connection and attached LAN facilities were reinstalled in the new block. In addition the departments were provided with Wi-Fi connectivity and some hotspots for students to access internet.

Library has wired network access since 2016.

At present net connectivity has been extended to computer lab, college library, office, principal room and all departments, and common areas (for students). In addition the college has purchased a fast FTTH (BSNL) connection.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 10.16

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 250 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 37.96

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

2019-20	2018-19	2017-18	2016-17	2015-16
20.58	20.98	25.09	21.85	26.2442

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

The college follows a systematic procedure for maintaining and utilizing physical, academic and support facilities. It gives thrust to ensuring transparency, efficiency and accountability. Various statutory bodies like the College Council, Purchase Committee, Infrastructure management and Maintenance Committee facilitate this process.

**Maintenance:**

The **College Council** is the apex body responsible for the entire functioning of the college, including the maintenance and utilization of all the physical, academic and support facilities of the college.

**Purchase Committee** is responsible for the entire purchases made in the college

**Infrastructure, Management and Maintenance Committee:** This committee analyzes the requirements of the college regarding infrastructure and allots space and facilities for the same.

**Annual Stock Verification:** The college conducts annual stock verification of all the items in the college like library, furniture, laboratories, computer and electronic equipment and sports equipment. A stock register is maintained. At the end of every academic year, various committees under a convenor are assigned to conduct annual stock verification. The committee prepares a list of items that are damaged and beyond repair. Damaged and non-usable items are disposed as per government policy. PWD assigns value to these items which are sold to vendors. Damaged furniture that can be repaired is repaired with funds from PTA.

**Annual Maintenance Contract (AMC):** For the repair and maintenance of electronic, electrical and

plumbing items, AMC is signed with external agencies. AMC has been signed with Technohub for maintenance of electronic equipment and with Bright Electricals and Plumbing for electrical and plumbing.

**Building Maintenance:** As per government policy, any damage in the infrastructural facilities is reported to PWD, which prepares an estimate and forwards the same to the government for further action. Since the college is new, so far there was only one such case. (there was leakage and sound disturbances in the semi-permanent building- PWD allotted 10 lakhs for replacing roof sheets, ceiling works of some classrooms and painting the whole building).

### Utilization

**Physical facilities:** The college has a new academic building and two old blocks with 19 classrooms, laboratories, library and so on. These facilities are fully utilized for conducting regular classes, extra classes like Scholar Support Programme, Walk With a Scholar and for the activities of various clubs and forums.

**Academic facilities** –The college has a well established system and procedure for maintaining academic excellence and ambience. Regularly held department meetings allocate portions, monitor academic progress and ensure their timely completion. All these departmental activities are monitored by the College Council. The College Council also monitors centralized conduct of internal exams. The College Callendar published annually gives detailed information regarding the college. The college also follows systematic procedure for collection of feedback from all stakeholders. Various bodies constituted in the college conduct programmes that facilitate academic and co-curricular progress of the students.

**Support facilities-** The college has a well maintained and administrative wing that offers all support facilities for its functioning. Besides there are three laboratories in the college. Food processing lab is used to give practical training to BTHM students and service lab for hospitality training. Computer lab gives practical training in computer for students of complementary courses. Besides the lab is also used by students of Urdu for computer course.. These facilities have been set up by making use of government funds. The lab is also used for the skill-based course offered by the computer department. Each department has a digital library that possesses a huge repository of e-resources. The college has a fully automated library with adequate books, magazines and journals. The LCD in the library gives timely updates to students regarding general library rules, recent arrivals and an overview of the library. The college has a sports room with sports equipment, the stock taking of which is done by committees appointed annually. Repair and disposal of these items are done as per government rules.

**Sports facilities**– The college has a playground which is used for conducting annual sports day, sports practice, coaching camps and recreation of staff and students. The college also has a multi purpose sports arena and a badminton court that is used by staff and students. It has a stock room for storing sports equipment and sports gear.

**Waste management:** The college has adopted a green policy that envisions a greener and eco-friendly campus. It has a systematic waste management procedure for handling solid, liquid and e-waste.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 96.63

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

2019-20	2018-19	2017-18	2016-17	2015-16
598	517	446	410	355

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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

**Response:** 1.14

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	0	0

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

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

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

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

**Response:** 19.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
160	100	48	121	46

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 14.17

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	16	18	21	28

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 100.61

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

**Response:** 164

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

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

**Response: 0**

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

**Response: 39**

#### 5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at



**university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	20	13	5	1

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

#### **Response:**

The 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. The council comprises Chairman, Vice Chairman (reserved for women), General Secretary, Joint Secretary, (reserved for women ) University Union Councilor, Fine Arts Secretary, General Captain, Student Editor , year Representatives and Secretaries for various Associations. Office-bearers of the Student Union are elected by the students of the college.

The Student Union plans and executes activities that inculcate values relating to social and communal harmony and national integration. Besides they lead activities to nurture the talents of the students. The union acts as link between the student community and the administration of the college. They focus on building strong rapport among the students.

- 1.Students have **representation 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.**WWS, SSP, 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 completely planned and executed by the elected Secretary.
8. College **Arts festival and Sports festivals** are planned and executed by the elected student representatives.
9. **Annual college magazine** is brought out, printed and published by the elected Student Magazine Editor.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 48.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
47	45	60	57	34

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

## 5.4 Alumni Engagement

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

**Response:**

Since the college is only seven years old, the alumni of the college is also very young. Most of our alumni are still students. Yet it is strong and robust. The Alumni Association is registered under Societies Act (physical verification is pending).

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:**

1. The alumni took up the task of constructing an entry gate to the college, when the college did not have an entry gate at the Main road. This effort is remarkable in the sense that most of the alumni members were not earning.

2. Contributed financial assistance to one of the alumni, who was a **cancer patient**

3-Contributed food and clothes to the needy during the Kerala floods of 2018 and 2019 and landslide at Kavalappara and Puthumalai.

**Higher Education Guidance:** Some of the alumni are studying in premier institutes like Hyderabad University, MANUU, HCU, AMU, Central Universities of Kerala, Kashmir, etc. Alumni arranged guidance sessions to the students of the college to help them clear national level entrance tests and secure admission in such reputed institutes.

**Interaction with current students:** The alumni arranges interactive sessions to the current students on career opportunities, life outside the state, etc. from time to time.

**Advising student union:** The alumni advises students in matters like fund raising, conducting programmes, magazine editing and publishing etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

Government Arts & Science College, Kondotty, is striving to to attain a unique position in the higher education field of Kerala in terms of its innovative practices, academic vibrancy and extra-curricular activities. The college strives to create and maintain professional academic, social and physical environments which help all our students succeed in their personal and professional domains.

##### Vision

Government Arts and Science college, Kondotty, is envisioned to be one among the foremost centres of higher education by imparting distinct quality teaching and learning , professional excellence and superb employable skills.

##### Mission

- To mould the prospective students to be socially politically, culturally and literally adept and adaptable individuals to live in any environments in life.
- To achieve excellence in teaching and learning by capitalizing on the state of the art technological tools and by creating conducive environment for self- learning, independent pursuit of knowledge and innovative pedagogic practices.

Ideology: The college ensures in all its policies and activities that the students are bestowed with ample opportunities to explore the ocean of knowledge, equip themselves with skills and competence and imbibe human values.

Governance: Being a government college, it is completely under the supervision of MoE, Higher Education Department, and Directorate of collegiate education. The college follows all instructions of the University of Calicut with regard to academic affairs .

**The Principal** is the prime authority of the college. He is the chairman of all administrative and academic bodies and presides over the process of framing policies with regard to the daily functioning of the college and the implementation thereof.

**College Council:** This statutory body advises and assists the principal in all academic, administrative and other related activities of the college.

**IQAC:** Since its inception, the IQAC leads the academic activities of the college to bring innovations and professionalism.

**Strategic planning** : The college has prepared strategic plans for the periods 2015-2020 and 2020-2030 . The first strategic plan was successfully implemented and had been evaluated at the end of the term 2020.

**Purchase Committee** monitors effective utilisation of total fund allotted to the college.

**Discipline Committee** ensures smooth functioning of the college, by taking 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 all possible 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 achievements.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

Decentralization being the most pragmatic administrative mode, Govt. Arts and Science College, Kondotty follows a systematic decentralised modus of operandi for its day to day administrative affairs as well as for its perceptive strategic communications. 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. Through a strong bonding and communication among different strata of the college including teachers, staff and students, the college is keen to maintain its vibrant outlook to provide high quality education.

The college, since its very inception, has adopted a perceptive outlook with massive involvement of all strata of its population. Hence, all the students were part of its future plans and endeavors in the form of individual feedbacks, organizational feedback such as various clubs and forums.

**In-charges:** 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, Research Committee

**Committee participation:** Students have active involvement in organizing activities of WWS and SSP.

**Arts & Sports Days:** As a part of decentralization, annual sports and arts events are completely planned and organized by student leaders, and teacher representatives.

**Stakeholder Involvement:** Suggestions which come from students and teachers are put forward to the College Council by the staff representatives and discussions are carried out.

**Administration:** The College Council, the supreme advisory body comprises representatives from all departments, Administrative office and library facilitates upward and downward communication in all matters.

**NSS** acts as an agency of decentralization by implementing a lion share of extension activities of the college.

**College union,** the unique body representing students which is democratically elected, acts as a link between student community and administration of the college by bringing various grievances and related matters from time to time.

**Operational Autonomy:** Bodies like student union, clubs, forums women cell, etc. 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	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The college has a perceptive strategic plan that anticipates future changes. It enables to plan the activities of the college to achieve short term as well as long term goals. It aids the institution to meet its increasing demands in the field of higher education. Apart from the academic and administrative buildings which include classrooms, office room, Principal chamber and other related facilities, the college seeks to augment its infrastructure to provide more facilities for student hailing from diverse regions. The college plans to provide facilities like Ladies' Hostel, Men's Hostel, Health Fitness club, Recreation Centre, Day Care Centre, Play Ground Expansion etc. The college has also requested for new generation courses which will be open gateways of knowledge for students from the under developed lower income groups at affordable costs. In addition to the existing PG and UG departments, the college plans to add more departments to offer various new generation programmes. We endeavor to obtain sanction for upgrading the departments of Math and English as Research Centres.

Within two years of the inception, the college formulated a five year strategic plan for the period of 2015-20. This strategic plan mainly concentrated on the development and growth of infrastructure facilities and academics. By 2020, most of the targets in this strategic plan were achieved. The most important focus of this strategic plan was setting up of **infrastructure facilities**.

The strategic plan envisioned to commission the proposed semi permanent building as early as possible. It planned to construct sufficient toilets, to find a permanent water source for the college, to construct compound wall, to channelize sufficient funds for a permanent building, to construct a new lab block and to ensure adequate power supply.

All these targets were achieved well in advance of the targeted time.

The semi-permanent building was commissioned in 2016 and in the same year the college could ensure High Speed Internet connection.

A separate lab block was commissioned by 2017.

A separate toilet block was commissioned in 2018.

The college was successful in making available private land ( donated) and constructed a well which ensures sufficient water supply throughout the year.

A sum of Rs 2.58 crore was sanctioned for the construction of permanent building and its structure work was completed in 2020.

The college could acquire three phase electricity connection by 2019. The success of this strategic plan is commendable when the development of this college is compared with the growth of other colleges started in the same period.

File Description	Document
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 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.

**Response:**

#### **ORGANIZATIONAL HIERARCHY**

**College Council** is the apex advisory body that takes all the policy decisions regarding the College. The

decision of the Council will be implemented through the different agencies formed by the Council from time to time. The College Council consists of all the Heads of the Departments, Librarian, Senior Superintendent and two elected /nominated members from teaching staff.

**College Development Committee** is constituted as per the orders of the government. The District Collector is the Chairman and the Principal is the Secretary. The rest of the members are from communities like students, people representatives, PTA, PWD and alumni. CDC has an annual fund (collected from students and contribution by the govt.), which is efficiently utilized for the development of the college.

**IQAC** is leading all the activities related to formulating quality parameters and monitoring the academic and co-curricular activities to ensure high standards.

The college makes use of well wishers and people representatives to mobilize funds from government and non government sources which enabled it to make giant leaps in terms of infrastructural development.

**Admission Committee** takes care of all the procedures related to UG,PG admissions as per University instructions and Government norms.

**Library advisory committee** monitors the functioning of the library and suggests creative ideas for its better operation.

**Examination committee** headed by a nominated member of staff, monitors effective conduct of university examinations and centralized internal 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.

**Grievance Redressal:** The college has bodies like Anti ragging cell, Anti sexual harassment Committee (Internal Compliance Committee), Student Grievance Redressal Cell and Discipline Committee to deal with any kinds of grievance.

**Clubs and Forums:** The college has various literary and non literary clubs to lead activities related to gender empowerment, promoting eco friendly awareness, nature protection, skill development, developing literary sensibilities, research aptitude, language skills, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation



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

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

Being a government college, Govt. Arts and Science College Kondotty has all the welfare schemes provided by the government for the employees. In addition, the college also has its own welfare measures for its staff.

**Government supported schemes:**

- **General Provident Fund** : All employees in the college have to subscribe to specific amount to the General Provident fund. The employees can avail of interest free loans from their account.
- **Pension**: All employees in the college are covered under either statutory pension scheme or contributory pension scheme. Incumbents will get the benefit immediately after their retirement.
- **Insurance Schemes**: All employees have to subscribe to insurance schemes namely State Life Insurance and Group Insurance Scheme. In addition to the facility to avail of loan, incumbents will receive maturity amount that will be paid at the time of retirement.
- **Medical Reimbursement Scheme**: Under this scheme, all medical expenditure of employees and their dependents are refunded
- **GPAIS**: Group Personal Accident Insurance Scheme provides insurance to the employee and dependants in case of accidents.
- **OD**: All employees are eligible for On Duty Leave to perform duties outside the station of employment.
- **DL**: All teachers are eligible to avail of Duty Leave to attend professional development programmes like seminars, conferences etc.
- **Maternity/ Paternity leaves**: Women employees are eligible for maternity leave for a period of six months and male employees for paternity leave of ten days.
- **Leave Travel Concession**: Subject to rules and regulations, all employees are entitled to avail of travelling expenses of the employee and the family to tour any place in India.
- **TA**: All employees are eligible to avail of Transport Allowance for official journeys, as per

government norms.

### College Supported Schemes/ facilities:

- **Free Wi-Fi** : All employees have access to high speed internet free of cost.
- **Special parking area**: Special parking area is provided to all staff members
- **College Store**: The PTA run store provides essential stationery items at a concessional rate. In this remote area, this is really a boon.
- **Canteen**: The canteen provides homely food at reasonable price for the college community.
- **College Bus**: Members of staff can travel in the college bus at nominal monthly price.
- **Ladies Room**: Female staff members have special ladies room to provide them secure and private place in the campus. It has necessary facilities.
- **CCTV**- The entire campus is under surveillance camera, and it ensures the safety and security of the college community and their belongings.
- **Recreational facilities**: The college provides simple recreational facilities like carroms, badminton, table tennis etc. to the members of staff
- **Staff club**: This informal body 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. A few of them are:
  - Friendly sports matches
  - Staff picnics
  - Get-togethers
  - Joining parties/ placement parties, send off parties, etc.
  - Honouring higher achievements of the staff member
- **Chitty** : Staff club runs a micro finance scheme called “chitty”, to meet small-scale financial needs of staff members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

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

**Response:** 1.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	2	0	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

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

**Response:** 27.9

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	9	7	5	5

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

The college has an appraisal system to ensure effective functioning and evaluate performance of teaching and non teaching staff. Corrective measures are taken whenever required.

- **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 by the following system.1) Portions are allocated by the HoD to the teachers. 2) Teacher keeps daily record of teaching-learning process. 3) The progress is timely monitored and reviewed at department level meetings. 4) Portion completion reports are collected at the end of each semester. 5) All these activities are supervised and their timely implementation is ensured by the College Council /Principal.
- **Individual assessment:** Additional tasks, charges, duties etc. are given to faculty members considering their capability, aptitude and interest. At the end of each year individual performance with regard to such tasks are informally evaluated by the Principal. This evaluation is used as the basis for assigning future tasks and responsibilities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Being a government college, all financial transactions and fund utilization of the college are strictly monitored and regularly audited by government agencies. The fund received by the college is from the government or non-governmental sources. Hence fund utilization and audit are done following government procedures.

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 audit in all colleges under DCE. Audit team verifies all financial/ non financial documents and points out if any discrepancy is found. After hearing clarifications or producing missing documents or correcting any clerical errors, the final accounts are settled.

2) Accountant General Kerala (AG). The AG Kerala conducts their periodic verification of all the funds (salary/ no salary/ plan fund/ non plan fund.etc) sanctioned by the government. Their suggestions and directions are incorporated in further utilization of funds. Since GASCK is newly started college, it has not been audited by AG so far.

Audit Objections: Usually the audit objections are related to want of documents, incomplete document, or un-signed documents, etc. Such objects are cleared after producing sufficient documents. If any financial discrepancy is found, such amount is levied from the person concerned.

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.

**Internal Audit**

The college has an Annual Internal Audit Committee which is usually headed by a member from Commerce faculty. PTA funds, and other funds related to college activities like Model Parliament etc are audited by this team.

**CA Audit.** Since the college has not received any fund from the UGC or central govt. agencies, CA audit has not been done so far.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 279.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	0.5	3	272	0

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

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

#### Response:

The college has possibility to receive SIX types of Funds. They are from 1)UGC/Central government, 2) State Government, 3) Plan/Non Plan funds from DCE, 4) CDC, 5) PTA, 6) donations/ sponsorships from individuals, Alumni & philanthropists. The college initiatives to mobilize each of these and utilization strategy are as follows:

1) **UGC/Central government:** 2(f) and 12(b) are prerequisites to obtain UGC funds. The college has already secured 2(f) status. It is awaiting Confirmation of Affiliation (Permanent Affiliation) from the University of Calicut, which leads to 12 (b) recognition. The college will receive central Government/UGC funds only after that.

2) **State Government:** The college successfully procured an amount of 7.47Crores directly from budget allocation of the Govt. of Kerala by effectively utilizing people's representatives. Utilization of such funds are directly under the purview of PWD, Govt. of Kerala.

3) **Plan/Non Plan funds from DCE:** The college submits timely proposals for Plan/Non plan funds to purchase infrastructural facilities, lab and library equipment and so on. Funds allocated thus are utilized timely and effectively jointly by bodies like College Council, Purchase Committee and college office. So far the college has a unique record of spending 100% of allotted fund with an exception of 2019-20, during which the utilization was 99%.

4) **CDC:** The fund under CDC head comes from mandatory contribution by students and equal amount by the government. This amount is utilized effectively for infrastructural development with the approval of CDC committee headed by the District Collector.

5) **PTA:** The fund collected by PTA is effectively utilized for the development of the college. The PTA executive committee gives administrative sanction for the utilization and this is internally audited.

6) **Donations/ Sponsorships** from individuals, alumni & philanthropists: The college has a very active Alumni, but most of them are just pass outs and it is too early to be properly employed. Hence their monetary contribution is not commendable. Yet they funded an entry gate to the college.

Individuals contributed land for well, sponsored *wisdom square*, the inner courtyard in the new block

that houses a stunningly finished work of art. Projects like this are often excited by sponsors, so the college doesn't keep records relating to the same.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

Since its inception, the college has strived continuously to improve its quality both in academic and non academic aspects. Special Officers /Principals were leading these initiatives during the beginning period. In 2015 the college constituted a committee of teachers to look into quality improvement steps, who initiated steps like monitoring timely feedbacks, mentoring system, grievance redressal mechanism, etc.

As per the DCE order in 2019, the college constituted IQAC in accordance with the UGC guidelines. Since then IQAC has been spearheading initiatives to improve internal quality. It has initiated a lot of steps to improve quality and brought in best practices to the college. Below are the most remarkable among them.

1) **ICT integrated instruction:** Though some of the faculty members were using ICT tools in their teaching, it was not a collective phenomenon, and the college, as whole did not have an ICT enabled teaching atmosphere. At first IQAC proposed the initiatives to purchase and install facilities required. Later 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.

The result was remarkably positive to the effect that there is no single faculty member who is not comfortable with using ICT tools. Now both the students and teachers have an academic culture of integrating ICT to teaching learning process in a large scale. Thanks to this, during Covid-19 lockdown days the college could easily survive academic challenges.

2) **Standard Operating Procedure for the College:** Being a new college GASCK did not have SOP that covers the entire activities/functioning of the college. IQAC has been trying to systematize the functioning of the college with the following steps:

- a) Prepared an SOP
- b) SOP got approved by the College Council

- c) Necessary forms related to SOP were uploaded to the college website
- d) Distributed printed copy of SOP to all departments and college office
- e) Educated the college community on SOP by arranging briefing sessions
- f) Displayed in the campus SOP for frequently required services

The implementation of SOP brought in productive changes in the overall functioning of the college. Services related to students and members of staff got standardized, with uniformity in procedure and easiness in documentation

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

The college has a periodical review system which had been conducted by the college council prior to the constitution of the IQAC. Since the constitution of the IQAC it has been monitoring and suggesting improvements in the teaching learning process, structures and methodologies of operation and learning outcomes.

It was as a part of this, that the IQAC led the move of integrating ICT tools to instructional practices by organizing workshops, expediting purchase of ICT tools etc. Besides the IQAC introduced Standard Operating Procedures, to standardize all the functions and activities in the college.

In addition to this the IQAC has also initiated the following:

**1) Add on/Certificate Courses.** Quality Improvement Committee initiated Add on/Certificate courses in all the departments of the college since 2015-16 academic year. The concept then was that add on courses are meant for students of the same department and certificate courses are meant for students of all departments.

During 2018-19 academic year two Post Graduate programmes were started in the college .

The IQAC reviewed the Add-on / Certificate courses and suggested an inter-disciplinary **Certificate**



**course in Research Methodology** as a joint venture by Departments of English and Mathematics. The course started in 2019. The second batch of this course is ongoing.

2) **Improvement in Teaching- Learning Process:** Being a newly started institute, the teaching –learning process of the college needed a real boost in all respects to make it on par with standard benchmarks. To achieve this the IQAC took following initiatives:

a) **Teacher diary:** The teacher diary is meant to create a sense of internal compulsion for performing instructional duties in time and to inculcate the habit of documenting. This ensures that the teachers complete portions allotted to them on time.

b) **Portion Allotment:** Departments were advised to convene a specific meeting at the beginning of each semester in which total portions are allotted to faculty members giving due weight to their experience, expertise, aptitude and academic interest. Further they were advised to document such allocations properly. Consequently all departments follow this and all portions are taught timely.

c) **Portion Completion Report:** As a government college there is possibility of teacher transfer at any time during an academic year. Moreover the contract faculty members are likely to leave the college for better options. In view of this IQAC proposed to make it mandatory that each teacher submits Portion Completion Report to the HoD either at the time of leaving or at the end of each semester.

d) **Periodic Review Meetings:** To ensure the effective implementation of academic study plan, the departments are advised to discuss the progress of teaching and learning at least three times. The departments meet in the second, fourth and fifth months of commencement of each semester. This ensures not only effective completion of teaching –learning process, but also timely completion of all components of continuous evaluation.

e) **Systematic Documentation:** A proper system of documentation is a challenge for any institution. To meet this challenge, the IQAC has taken a leading role to implement a well organized and labelled filing system in the college. This enables the departments to locate any information whenever needed, especially when there is RTI request.

f) **Students Handbook:** To better familiarize the learners with the curriculum, projects, dissertation etc. the IQAC suggested departments to prepare Students Handbook. It acts as a referral source throughout their programme. The Department of English has successfully implemented this already.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

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

**Response:** C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

##### Response:

Being a co-education institution, GASC Kondotty takes effective measures for the promotion of gender equity. 69% of student community is girls. The college takes different initiatives to ensure gender equity and confidence building.

The following are the major initiatives in this regard:

##### Curricular:

There are fifty four courses under various heads like Common English, Second language of Urdu/Malayalam/Arabic and Hindi ,core papers for BA Functional English, BA Urdu, and complementary and elective courses of most of the programmes which deal with gender issues . They create an awareness on gender issues like, sexual harassment, gender discrimination, etc.

**Anti sexual Harassment Cell**, a statutory body has been addressing sexual harassment issues in the campus. Since 2019, this cell was renamed Internal Compliance Committee, as per the government directions.

**GASCK Gender Policy:** The college has a well drafted gender policy that outlines the principles of the college with regard to gender equality.

##### Co-curricular/ Extracurricular

There are various bodies to organize co-curricular/extracurricular activities in the college . They are NSS, Students Union, Women Cell, clubs & forums under various departments. Many of them organize gender sensitization programmes. Some of the programmes are :

**She Star**, is a programme organized by Women cell to select the most talented girl student in 2019.

**Competition in Arm Wrestling & WUSHU** for girls was conducted in 2019 for confidence building.

**Self Defense Training** for female students were conducted in 2019. Trainers from the field were brought in for this purpose.

**Protests against sexual assault** were organized many times by the student union, especially to express solidarity with Unnao and Valayar rape victims.

**Gender sensitization talks** by female dignitaries like Shabna Ponnad, Dr. Zahira, etc. were conducted.

**Pre- marital counselling.** The college in collaboration with Minority Welfare Association, Govt. of

Kerala organizes premarital counseling course for the female students since 2019.

**Appreciating female achievers;** Many female students of the college have made remarkable achievements in Academic/Arts/Sport segments. Such achievers were appreciated by the college community.

**Counselling:** Jeevani is an Higher education Initiative for addressing counselling needs of students. The female students of the college are immensely benefited from this to address their personal and psychological issues.

**Entrepreneurship :** College ED club organized activities to encourage female entrepreneurship.

**Women Representation:**All statutory / non statutory, voluntary bodies of the college have sufficient number of female representatives.

**Safe Campus:** The college compound is fully walled and protected, and the campus is under CCTV surveillance.

**Separate facilities for women:**

1. Ladies Haven for female students
2. Ten ladies toilets and six common toilets
3. Three Incinerators in ladies toilets
4. Napkin wending machine

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

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

**1.Solar energy**

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

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

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

**Response:**

The college has a population of 670 people and hence there is possibility of different types of waste. So 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. This is an ecofriendly incinerator.
- **Liquid waste management-** The only possible liquid waste in the college is from toilets and the food production lab. Toilets are attached with scientifically constructed septic tanks. Similarly Food production Lab has specific septic tank to process liquid waste. Since there is no water source on the campus there is no possibility of these septic tanks contaminating water sources.
- **Biomedical waste management-**The college doesn't have bio-medical waste. But in the COVID-19 scenario there is possibility of bio-medical waste, in a minimal level. Such bio-medical waste is disposed safely using the **Incinerator**
- **Hazardous chemicals and radioactive waste management-** The college doesnot have this type of waste at present.
- **E-waste management-** The college has an e-waste management policy, in line with directions of the Directorate of Collegiate Education and the Govt. of Kerala. Accordingly the college fixes the rates in consultation with Public Works Departments (PWD) of such e-waste and sell to the

venders.

- **Waste recycling system-** In addition the college utilizes the possibility to recycle waste in the following ways:
  - 1) All used papers in the college office, Departments etc. are collected, re used if possible and sold to the scrap dealers.
  - 2) Plastic bottles are collected in the “*plastic bottle collection corner*” near the college gate. The college NSS unit utilizes them to construct seats, for gardening, etc.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

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

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

**Response:** B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

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

**Response:** A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Disabled-friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.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

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

**Response:**

The college is located in an area which has an exemplary history of communal harmony. The college continues to take efforts to maintain this harmony in all kinds of activities being held. The college community comprises people from different religions like Hindu, Muslim and Christian, belonging to different regions, and different socio economic strata of the society. The college advocates an inclusive culture by organizing the following:

**Religious festivals:** Occasions like, Onam, Eid, Christmas are celebrated by arranging colorful programmes. Such programmes are organized by NSS, Student Union, Departmental Associations, staff club, etc. Various literary competitions, cultural programmes etc. are a common component of these programmes. Feasts for all are arranged for all such celebrations.

**Staff Club:** Staff Club organizes friendly sports matches and other activities like *Christmas friend* are organized to build a strong rapport among the staff members. The entire staff club community actively participates in all these programmes.

**Dressing:** 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.

**Inclusion in Bodies:** The college does not have any discrimination based on caste /gender/ religion/ culture/ linguistic background while forming, electing or nominating members to any official or non official bodies.

**Admission:** The admission norms are framed in such a way that promotes inclusion of students across all segments like, religious groups, linguistic minorities, economically backward sections, SC/ST etc.

**Days Observance:** Specific Days like World Arabic Day, World Urdu Day, Hindi day etc. are observed with various activities.

**Gazal:** The department of Urdu organizes Gazal programme regularly to promote Urdu language and literature and to familiarize with culture of Gazal tradition.

**Financial Assistance:** The college arranges financial assistance to economically weak students apart from the scholarships they receive.



The College NSS initiated inclusive programmes in the surrounding community specifically focusing on differently-abled students (celebrated children's day with Love Shore inmates), early learners (visited and spent time with Nursery learners), persons with mental disorder (donated food and spent time with mental patients at Kuthiravattam) and tribal people (donated dress and helped constructing house to Cholanaikar- a tribal people).

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

#### Response:

Sensitization to constitutional values, rights and responsibilities of future generation is the academic responsibility of each and every educational institution. To materialize this, the college has organized a galaxy of programmes.

**Curricular Instruction:** All students of the college are to study the Preamble of Constitution of India, as a lesson in the Common English (A04- Module 1).

**Displays:** The college displayed Constitutional Values, Fundamental Rights and Fundamental Duties.

**Induction Programme:** The college regularly organizes induction programmes for newly admitted students of 1st PG/UG. It has a systematic mode of conduct. A prominent segment of the programme deals with inculcation of values, duties and responsibilities.

**Physical Involvement:** As a part of materializing the inculcation of duties and values, the college NSS actively conducts various programmes. A few of them are given below:

- Involved in rescue operation during flood of 2018 & 2019
- Cleaned flood affected houses after Flood of 2018 & 2019

Department of Urdu made and distributed masks and hand sanitizers to the public at free of cost.

**Financial Assistance:** The college arranges financial assistance both to its students and outsiders whenever required.

**Days Observance:** The college regularly observes days like Independence Day, Republic Day, Human Rights Day, National Integration Day, Women's Day, Teacher's Day, Environment Day etc.

**Nature Club:** Nature club organizes various activities to sensitize college community on the importance of preserving natural resources, greening the campus, etc.

**Donations:** The college regularly promotes blood donation. Besides the NSS unit arranges dress donation, water bed for patients, etc.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

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

**Response:** C. 2 of the above

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

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

**Response:**

The GASCK community is very dynamic in terms of organizing events and celebrations. Since the college has a young team of faculty members and a very enthusiastic group of students, functions, events and celebrations are quite common in the campus. The student union, NSS, various clubs and forums play very important role in making such programmes successful.

**National Days**

College observes and celebrates national days like Independence day, Republic day, Children's day and Gandhi Jayanthi by hoisting national flag, arranging talks about topics like national integrity, nationality, unity in diversity, gender equity, tolerance, etc. Further such occasions are celebrated by cultural performances and sweets distribution.

**Kerala Piravi** (Kerala state Formation) is celebrated with various cultural performances related to the state.

### International Days

**Tourism club** under the department of BTHM observes and celebrates World Tourism day, International Aviation Day, Kite Festival with various activities, competitions and performances.

**FAITH**, another club under the Department BTHM, celebrates and observes International Chef Day, International Food day, International Frozen day, International Coffee day, international Tea Day by cooking and sharing related food and beverage items.

**NSS**, the most vibrant agency in the college, celebrates and observes various days like World AIDS day, International Yoga day, World population day,, Army Day, Women's day, Environment day, etc by organizing a series of activities like bringing dignitaries to share their thoughts with the college community, sharing food, cultural performances, competitions related to the topic, etc. As a part of creating awareness on drug abuse the college regularly observes World Antidrug Day.

### Festivals

The college community celebrates all important religious festivals like Holi, Onam, Eid, Ramzan & Christmas. Cultural programmes, food distribution and various competitions make the celebrations colourful.

Besides both the student community and staff club organize 'Xmas friend', which promotes friendliness among the college community.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

Within a short span of time the college has left lasting imprints on academic and non academic arenas, which underline its commitment to the society in general and to the neighbouring community in particular. The activities include both academic and non academic initiatives, by which a lot of people are benefitted. Blood donation, palliative care, rehabilitation activities during natural calamities, environmental protection activities, promotion of organic farming are some of the non-academic initiatives. With regard to academic activities, the college has taken initiatives for academic collaboration through MoUs with VPAUP, GCM, Britort, etc.

Among these, the two best practices that the college likes to highlight one each from academic and social outreach segments are detailed below.

**BEST PRACTICE 1**

**Title of the Practice**

**A HOUSE A YEAR (ABHAYAM)**

The college is located in a rural area and there are numerous homeless families, who are economically poor and need immediate attention. Realizing the need to help them, the college NSS Unit initiated a house construction programme with an aim of constructing at least a house every year, and handing over to the deserving family. The project is named *A House A year*.

**Objectives of the Practice**

The objectives of this programme are:

- 1.To provide houses for the most needy and deserving families
- 2.To create awareness among the surrounding society about the social responsibility and necessity of helping others.
- 3.To inculcate in the students values like social commitment, empathy and dignity for physical labour.

**The Context**

Immediately after the inception of the college, the University of Calicut sanctioned an NSS unit in 2014-15 academic year. The NSS Advisory committee that consists of Principal, NSS PO and representatives from the local community held a meeting at which the issue of homeless people in the locality was raised.

A preliminary enquiry conducted by the NSS unit helped us to understand the gravity of this issue. Thus the college planned a programme, which was later named as *A House a Year* to construct and donate house for the most deserving families.

**Practice:**

NSS unit identifies the most deserving family by communicating with college community, peoples' representatives and the local community. NSS PO and representatives from both students and faculty visit the family concerned and ensures their claim to the programme. The college community and outside people are actively involved in this process which leads to the achievement of objective 3.

**Fund raising:** The NSS volunteers and others involve actively in raising the fund required. Sponsors are approached to donate either cash or materials. Collections are also done in public places like bus stations. The college community also contributes their share.

**Construction:** NSS volunteers undertake jobs that can be done by them. Skill laborers are hired for specific jobs. Members of the local clubs also extend their support in terms of physical labour.

**Evidence of Success:** When the project was conceived initially, the college had the humble aim of providing a few houses for the houseless families. But the project was taken to the heart by the college community and the surrounding community and it resulted in a tremendous success. The college planned to build one house every year, but as of now six houses have been completed and handed over to the families concerned and the seventh one is under construction. So the achievement is almost 140% (6 years-7 houses)

The college NSS has bagged best unit award & best PO award in 2016-17, best NSS Unit award under the university of Calicut for 2018-19 and best NSS unit award by the State Govt. Of Kerala, best NSS unit volunteer award 2018-19. These awards received by the college NSS unit are official recognition of the success of our project. But the actual testimony is the satisfaction of the families.

**Problems Encountered and Resources Required**

Since it is a community project and non academic in nature, the project encountered various huddles, in planning and execution. The house construction requires resources like construction materials, skilled workers, transportation, planning and other engineering requirements. To meet all these requirements contribution from a number people is necessary. The problems faced in this regard are :

1. Identifying the most deserving family was a challenge, as there were many applicants and there was pressure from various quarters. But the meticulous and transparent system followed by the college was successful in overcoming this.
2. Fund raising was the most difficult area of this project. NSS PO and volunteers worked tirelessly for months to collect the required materials and money. They had to resort to the influence of local politicians, principal, and other influential people. Bucket collection in the bus stations was not an easy task for college students.
3. Timely completion of the project was another challenge. On the one hand the poor family is waiting for their home, on the other, there was lack of money and other technical problems. But the collective effort of the college community successfully overcame this challenge.

**Notes:** Compared to many other states of India, Kerala has a better economic status. Further the government of Kerala has numerous plans to provide houses for homeless families. In addition to all these

there thousands of houses donated by various Non Governmental agencies in the state. Yet there are thousands of families still homeless, as they are left out of all these schemes, due to various reasons. It was astonishing that in a very small area of two gramapanchayaths namely Muthuvalloor and Cheekode, there were numerous applicants to this programme.

Our college is very small in terms of its size and resources. Despite that the college could meet the house requirements of seven families in 6 years.

So we think that if such projects are undertaken by all the higher education institutions in the country, where millions of homeless people are still a reality, it will yield great results.

There are thousands of HEIs in India with massive size as well as resources and have greater prospects of resource mobilization in the country. If a similar effort is taken by them millions of homeless will be housed.

## **Best Practice II**

### **Title of the Practice- Digital Resource Pool (DRP)**

Digital Resource Pool, is commonly known as Digital Library among our students Library. Students of these days prefer screen reading to print reading and to cater to this preference the college initiated Digital Resource Pool, which makes available both primary and secondary e-materials related to their study and other e-books for general reading. Individual teachers pool their e-resource collection and the access to it is provided through links available in college website, student whatsapp groups and display boards QR codes.

### **Objectives of the Practice**

The objectives of this practice are:

1. To encourage millennials to wider reading habit
2. To make unavailable books available on online platforms
3. Materialize the concept of making everything at fingertip. ( Library goes to students, instead of students go to library)
4. Inculcate resource sharing habit
5. Knowledge updating
6. To ease all constraints of physical library
7. To minimize economic divide in the acquisition of knowledge

### **The Context**

It is a fact that the reading culture of the new generation is less than that of the generations before. Many factors contribute to this. But one of the major reasons is their infatuation with electronic gadgets. They spend a considerable amount of time on such devices.

Besides students have a tendency to resort to the online available materials whenever they are expected to do any assignments or academic tasks.

The introduction of LMS and online platforms to the teaching-learning process by our teachers met with a

warm welcome and enthusiastic response from the student community. In addition, most of the teachers have collection of digital resources related to their area of expertise and interests. Moreover many students are not well versed in locating exact information from the right online sources.

All these facts made the college to think of opening a digital repository for the benefit primarily of students and the teachers as well.

### **The Practice**

To materialize this project the following steps were taken:

- Each faculty member enriches their online resource collection by adding more items useful for students. They may add their own lectures, video lessons, video lessons by other experts, e-books prescribed in the curriculum, study materials like notes, solved question papers, videos of easy solutions, etc.
- Faculty members upload these resources to either their personal cloud storage or college website.
- Faculty members organize their resources under various heads that will help the students locate the information required easily
- The links to the major categories and individual items, if possible are created and communicated to the students through Class WhatsApp groups, display boards etc.
- Faculty members encourage students to go online whenever they are to do assignments and other academic exercises.
- Faculty members provide specific links to specific resources/s whenever required (eg. video lesson)

**Uniqueness:** This practice of bringing the students to the online platform made our tasks much easier and could involve more learners to academic exercise.

During the covid -19 lockdown season this practice immensely helped both students and faculty members. The college could face the pandemic season without compromising the academic quality much.

In a country like India, where millions of students are from the rural area, inculcating the habit of sharing digital resources online would help students from the backward areas a lot. This will result in a boom of education revolution since mobile phones and internet are almost universal these days.

### **Evidence of Success**

The project is highly successful as both students and teachers find it interesting and highly beneficial. The success of the project can be analysed by the following facts:

- All students of the college download/ listen to the video lectures of our teachers
- Students download /listen to the talks and classes by other experts , which are provided in the digital library
- Teachers share their resources, especially e-books, and other materials
- Students very rarely complaint about ‘non availability’ of learning materials.
- Students don’t complain about missing classes anymore, as almost all teachers record their online classes and upload.

- Students with financial constraints get access to numerous books and other learning resources

### Problems Encountered and Resources Required

Since it is an innovative and technology-based project, its implementation was both easy and difficult. On the one hand there is the blessing of technology, but there are the scarcity of technological resources and lack of 'know how' on the other. Major huddles in this regard were:

- Many teachers were not well versed in the art of acquiring, maintaining and sharing of digital resources. So the college has to take initiatives to train them. IQAC lead this successfully by arranging workshops to the faculty members
- Many students were not having electronic devices to access internet. The faculty members encouraged them to acquire them. Gradually this problem also was almost solved. At present most of the students have smart phones.
- Access to internet was another huddle both for students and faculty members. The college has installed Wi-Fi hotspots, and wired network to the departments. Now both the students and faculty members can access internet free of charge.
- Even after establishing a digital library and the students have access to free internet, the response was lukewarm. So the faculty members made changes to their teaching –learning method in such a way that students are encouraged to go online.

### Notes

It is a fact that the attachment to the physical library of the new generation learners is waning and they are more attracted to the screen. In such a scenario compelling to visit physical library or blaming them for not visiting the library will not work. Instead it is advisable to change the learning scenario as per the taste of the time. It is in this regard the digital library of the college is remarkable. Our Digital library is not limited to the e-books/e-pubs etc, rather it includes hundreds of video lessons specifically addressing the need.

If all the colleges follow a similar drive, there will be a large repository of knowledge which can be accessed with a single click. Academic collaboration can be so easy that, the conventionally required formalities and practical difficulties can easily be overcome.

Since the governments (State /Central) provide ample fund for acquiring electronic devices, internet facilities, and almost all people have at least one digital device, it is not difficult to make an ever growing digital library and make it part of daily life.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for Best practices in the Institutional web site	<a href="#">View Document</a>



## 7.3 Institutional Distinctiveness

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

#### Response:

Govt. Arts & science college Kondotty has maintained a very strong bond with the local community since its inception. The local community took the college to their hearts when the Govt. of Kerala sanctioned a college for the Kondotty Legislative Constituency by offering free land. Besides they provided a three-storied Madrassa building to run classes without rent, funded salary for ad hoc faculty, and offered a complete floor of a shopping complex (at Cheriyaarampa) to run the classes during the initial years prior to the construction of the college building. In addition they stored valuables of the college in their houses and above all Mr. Muhammed Kutty, a well wisher donated land for constructing a permanent water source (Natural Well). So the college community tries their level best to pay them back in all possible ways.

Some of the programmes /activities run by the college to materialize this goal are:

**House A Year:** Six houses were constructed and handed over to poor people in the surroundings.

**Disaster Management:** During the last two flood seasons, the college NSS unit cleaned many houses and distributed food, cloth etc.

**Palliative Unit:** The college Palliative unit involves in home care, donates medical devices and provides financial assistance

**Agricultural Support:** College NSS actively involved in sowing seeds, harvesting, irrigation etc. on various occasions in the neighborhood.

Of all these outreach programmes, the most distinctive is **Academic Reciprocity with the community (ARC)**. It is an initiative by the college to strengthen the neighboring community academically for their continued service and support to the college right from its beginning in 2013. As a part of this, the College has decided to extend academic support to the SAKAN an orphan care project, initiated by CBMS Orphanage, Vilayil for uplifting the orphans.

Chappanangadi Bappu Musliyar Memorial (CBMS) orphanage is situated near the college, who serves the society by running educational institutions of various types.

The programme adopts the orphans and takes care of their educational needs, life expenses and overall care. Each student is provided with 1500/month to meet their daily expenses. These students are free to live in their own homes and to pursue regular studies. They have to come to CBMS once in every two weeks (Sunday), to attend additional classes on their school subjects, personality development, moral studies, career planning and skill development. CBMS has mentoring system where each mentor is allotted a few students. SAKAN has a coordinator to monitor the overall functioning of the project.

The college has been a part of this programme since 2019, by doing the following in this regard:

#### Documentation

The documentation of this programme is mostly kept by the SAKAN coordinator. The college coordinator prepares list of interested faculty members and students for each year, arranges orientation to Academic Support Team (AST) members, and hands over this list with contacts to the SAKAN coordinator.

The following are the steps taken by the college for the running of the programme.

- College level Coordinator is nominated by the principal
- Formation of AST, by seeking willingness from both faculty members and students
- PG and Final Year UG students are preferred.
- Selection of students is prioritized based on their previous tutoring experience, teaching aptitude and knowledge.
- Final list of Team members is communicated to SAKAN coordinator.

### **Focus of areas**

- Faculty members focus on areas like career development, counseling, personality and skill development.
- Student members take care of individual tutoring for subjects like, English, Mathematics, Hindi, Urdu etc.

### **Finance**

- The service offered by the college is absolutely free
- The college observes SAKAN DAY, to collect donations from the college community to financially support the programme. The collected amount is handed over to CBMS/ SAKAN coordinator

### **Training of AST**

- An orientation session for the listed team members is given focusing on the nature of services, type of learners, understating their socio-familial back ground, basic counseling, etc Orientation is jointly lead by college level coordinator and SAKAN Coordinator.

### **Conduct of the Programme**

- A common session is arranged at CBMS in which AST members and all the learners will sit together and build up a rapport
- SAKAN coordinator allots learners to AST members considering level of learners , learner requirements, etc.
- SAKAN coordinator prepares a schedule of sessions and allots learners/ classes to the team members.

### **Classes**

- Sessions are given usually Sundays at CBMS and through online mode when required

- Faculty members of AST engage common sessions for learners and parenting sessions
- Student members of AST give tutorial lessons in subjects required

### Benefits for the college Community

1. Faculty: They get an opportunity to serve the most deserving section of community. As a high salaried class, this gives them opportunity to feel the harsh realities of life.

2. Students:

- They develop a strong civic sense, sense of responsibility and social commitment.
- It reinforces their learning and improves their level of knowledge.
- Develop their teaching, communication, and leadership skills

### Benefits for CBMS

As a charitable institution they get inspiration to take up similar projects to further advance their course of social service

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

The college is located in an area which requires a number of HEIs to meet the demands of the growing population. At present it could accommodate barely 2% of the total applicants to various programmes. So the college has a great potential to develop into a centre of learning and research that could cater to the needs of the region.

The college, being very young, is still on the way of clearing technicalities like 12(b) to get more funds and grants. Once these are cleared it would be able to make leaps and strides in terms of academics and non academics.

Administrative Sanctions (AS) have already been granted to many projects in the campus. The construction of two more stories to the existing academic block, construction of out- door stage and a multi-purpose sports arena are about to start. Further a Ladies' Hostel is already approved.

A new academic block, a four storied building is expected to be completed by September 2021.

The college plans to be an inclusive and barrier free campus by installing elevator facilities in all blocks, and by building sky bridge between buildings.

The student community of the college comprises of a number mothers. The college has already proposed setting up a *crèche* and allied facilities.

It is remarkable that in such a short span of time (in six years) the college could achieve university level, state level and national level awards and achievements (Best NSS unit in the University, in the state, national champions in sports).

The college has strived to give equal emphasis to co-scholastic activities, even though they are not stipulated by the syllabi concerned, to give the students ample opportunities for skill development, experiential learning and nurturing of inherent talents.

### Concluding Remarks :

Going for NAAC accreditation paves the way for acquiring quality in all aspects of an institution. The fact that the college has taken the bold decision to go for NAAC accreditation, just after meeting the basic requisite of completing 6 years, itself underlines that the academic community of the college has an urge for quality in their blood.

The college has realised its strength and opportunities right from its beginning. Capitalising on its strength of a dedicated team of faculty members and students, the college could easily take steps to achieve big goals in a short period. The college understands that getting accredited by NAAC could be one of the milestones in equipping it better for growing into a centre of excellence.

One of the academic master plans of the college is to become a well recognised HEI that offers a number of

programmes in all three branches (humanities, science and commerce) with research facilities.

The college was fortunate to get wholehearted and stable support from all stakeholders since its inception, that enabled it to realise the incredible growth that it has attained. If the same tempo of support is sustained in the coming years the college will be able to realise its vision and mission in a very short span of time.

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p><b>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>7</td> <td>7</td> <td>7</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>7</td> <td>7</td> <td>7</td> <td>7</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	8	7	7	7	7	2019-20	2018-19	2017-18	2016-17	2015-16	10	7	7	7	7
2019-20	2018-19	2017-18	2016-17	2015-16																	
8	7	7	7	7																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
10	7	7	7	7																	
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b>1) Students</b></p> <p><b>2) Teachers</b></p> <p><b>3) Employers</b></p> <p><b>4) Alumni</b></p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li><b>1. Feedback collected, analysed and action taken and feedback available on website</b></li> <li><b>2. Feedback collected, analysed and action has been taken</b></li> <li><b>3. Feedback collected and analysed</b></li> <li><b>4. Feedback collected</b></li> <li><b>5. Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: B. Feedback collected, analysed and action has been taken</p>																				
2.1.1	<b>Average Enrolment percentage (Average of last five years)</b>																				

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
219	224	174	163	150

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
212	221	170	161	149

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
112	122	87	83	76

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
104	109	84	80	74

Remark : Limited to total number of sanctioned seats for reserved category

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

Answer before DVV Verification : 2.51

Answer after DVV Verification: 2.6

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/

**YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
28	44	11	17	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
47	48	16	19	5

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	1	4	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	1	5	0

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 15

Answer after DVV Verification: 15

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
33.98	211	27.34	2.8	389

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16



32.56	211	27.34	2.8	399
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4.3.3 **Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. 750 MBPS

Answer After DVV Verification: A. 750 MBPS

Remark : Edited based on HEI clarification.

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

5.1.1.1. **Number of students benefitted by scholarships and freships provided by the Government year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
598	517	446	410	355

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
598	517	446	410	355

Remark : Edited based on HEI clarification.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
160	100	48	114	46

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
160	100	48	121	46

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	2	0	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	2	0	1

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
11	7	0	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
10	9	7	5	5

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

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

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

7.1.4 **Water conservation facilities available in the Institution:**

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

Answer before DVV Verification : A. Any 4 or all of the above

	Answer After DVV Verification: B. 3 of the above
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : Any 4 or All of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.6	<p><b>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Environment audit</b></li> <li>4. <b>Clean and green campus recognitions / awards</b></li> <li>5. <b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. <b>Built environment with ramps/lifts for easy access to classrooms.</b></li> <li>2. <b>Disabled-friendly washrooms</b></li> <li>3. <b>Signage including tactile path, lights, display boards and signposts</b></li> <li>4. <b>Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment</b></li> <li>5. <b>Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. <b>The Code of Conduct is displayed on the website</b></li> <li>2. <b>There is a committee to monitor adherence to the Code of Conduct</b></li> <li>3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li> <li>4. <b>Annual awareness programmes on Code of Conduct are organized</b></li> </ol> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above</p>

## 2.Extended Profile Deviations

ID	Extended Questions
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1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 271 986 383"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>198</td> <td>182</td> <td>162</td> <td>158</td> <td>159</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 461 986 573"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>198</td> <td>182</td> <td>162</td> <td>159</td> <td>159</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	198	182	162	158	159	2019-20	2018-19	2017-18	2016-17	2015-16	198	182	162	159	159
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198	182	162	158	159																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
198	182	162	159	159																	
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 734 986 846"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>589</td> <td>549</td> <td>459</td> <td>426</td> <td>381</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 925 986 1037"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>589</td> <td>544</td> <td>459</td> <td>426</td> <td>381</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	589	549	459	426	381	2019-20	2018-19	2017-18	2016-17	2015-16	589	544	459	426	381
2019-20	2018-19	2017-18	2016-17	2015-16																	
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2019-20	2018-19	2017-18	2016-17	2015-16																	
589	544	459	426	381																	
2.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1238 986 1350"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>112</td> <td>122</td> <td>87</td> <td>83</td> <td>76</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1429 986 1541"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>104</td> <td>109</td> <td>84</td> <td>80</td> <td>74</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	112	122	87	83	76	2019-20	2018-19	2017-18	2016-17	2015-16	104	109	84	80	74
2019-20	2018-19	2017-18	2016-17	2015-16																	
112	122	87	83	76																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
104	109	84	80	74																	
2.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1697 986 1809"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>146</td> <td>115</td> <td>108</td> <td>78</td> <td>87</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1888 986 2000"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>163</td> <td>153</td> <td>134</td> <td>121</td> <td>108</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	146	115	108	78	87	2019-20	2018-19	2017-18	2016-17	2015-16	163	153	134	121	108
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2019-20	2018-19	2017-18	2016-17	2015-16																	
163	153	134	121	108																	
3.2	<p><b>Number of sanctioned posts year-wise during last five years</b></p>																				

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12				22

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	0	0	0	12

NAAC