



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MES KEVEEYAM COLLEGE VALANCHERY

**MES KEVEEYAM COLLEGE VALANCHERY MALAPPURAM(DT)
676552**

www.meskeveeyamcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

M E S Keveeyam College was established in 1981 under the aegis of Muslim Educational Society (MES), which is one of the largest educational agencies in Kerala. The college is a government aided institution, affiliated to the University of Calicut and included under 2(f) and 12(B) of the UGC act. The campus is located in a rural area and most of the students hail from socially, economically and educationally backward sections of society. The greater enrolment of girls and minority students validate the institutional obligation towards equity and inclusion.

The college offers 11 UG, six PG and two PhD programmes. The UGC sponsored B Voc programmes introduced in 2018 aim to equip the students with knowledge and skills in the vocational streams. The college maintains a positive academic atmosphere for intellectual pursuits that has consistently been rewarded with excellence in curricular and co-curricular endeavours. The college was accredited with B grade by NAAC in 2007. It was a felicitous recognition of the college striving for excellence that had resulted in getting an 'A' grade in the re-accreditation with CGPA 3.28 in 2015. The DST has sanctioned Rs.80 lakh under the FIST scheme in 2015 for augmentation of research facilities. The college was ranked 51 in the NIRF ranking of colleges by MHRD in 2017. Since then, our college has become a partner institution of the flagship programmes of MHRD like 'Study in India', 'Unnat Bharat Abhiyan' and 'Institution Innovation Council'. Through the Study in India programme, students from different countries like Rwanda, Ghana and Nigeria have enrolled in our institution. In 2018, Rs. 2 crore was sanctioned for infrastructure development of the college under RUSA. Our college was selected as a mentor institution by UGC under PARAMARSH scheme for mentoring non-accredited colleges. The college also got ISO 9001:2015 certification in 2019.

The leadership of the institution is dedicated to furthering the trajectory of growth of the college ensuring the participation of all the stakeholders in this endeavour. The academic community of the college has always been alive to the changing priorities of the society.

Vision

Be a leading centre of higher learning nurturing all-round academic excellence along with core human values: a vibrant institution which enlightens the youth just as it enriches and empowers them and remains a resource centre for the larger community.

Mission

- To fulfill meaningfully the higher educational aspirations of the young men and women of the socially and economically backward area by equipping them with enabling knowledge and skills for achieving upward mobility.
- To make every effort, as a young institution for horizontal and vertical growth with more custom-made courses in diverse disciplines at UG and PG levels with state-of-the-art facilities for teaching and learning.
- To strive continuously, to maintain and improve quality standards in all curricular and co-curricular

activities creating a benchmark for excellence.

- To offer students a wholesome campus experience where they will learn along with the boundless pleasures of pursuing knowledge, the principles and practices of a harmonious vision of life to emerge as fine human beings and worthy citizens of a dynamic, pluralistic, egalitarian world.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary and proactive leadership and management
- Partner institution of flagship programmes of MHRD like 'Unnat Bharat Abhiyan', 'Study in India' and 'Institution Innovation Council'
- Mentor institution under PARAMARSH scheme
- Enrolment of students from foreign countries
- Highly qualified and devoted faculty
- Offers vocational programmes at the undergraduate level
- Excellent infrastructure with well-equipped laboratories
- Plethora of opportunities in curricular/ co- curricular activities and sports
- Management giving scholarships and freeships to meritorious students
- FOCUS and TRANSIT programmes aiming at preparing students for competitive examinations
- Spacious and automated Library with N-LIST facility
- State-of-the art Research Instrumentation Centre with sophisticated equipment for advanced research
- DST-FIST funded Research facilitation centre which is open for research scholars from other colleges.
- Value-added and certificate courses relevant to current demand
- Excellent linkages with community which has received many awards and appreciations
- Eco-friendly campus and regular conduct of environmental sensitization programmes
- Green protocol of the college
- Regular achievements of students in arts and sports at the University, State and National level
- Highly supportive PTA& Alumni.

Institutional Weakness

- Limited tie-up with industries
- Lower placement records of students due to the dearth of campus recruitments
- Lesser number of research publications of faculty in internationally reputed journals

Institutional Opportunity

- The college being a partner of 'Study in India' project of MHRD, there is greater opportunity to enrol foreign students and the presence of these foreign students in the campus further enhances the academic standards of the institution.
- Through the activities under MHRD's 'Institution Innovation Council' the college can develop an innovation ecosystem in the campus
- More opportunity for community engagement opened up through 'Unnat Bharat Abhiyan' project of MHRD

- The college, being an active local chapter of NPTEL, good opportunity for enrolment of students and teachers in online courses
- The college can take a lead role through the mentoring of non-accredited institutions under PARAMARSH scheme
- The e-content development centre and e-learning centre provide ample opportunities for technology-enabled teaching- learning
- The three academic chairs in the college provide opportunity for studies on value-based education, secularism and humanism
- Sharing of facilities in the research instrumentation centre and thereby establishing linkages with reputed institutions.
- Provide training for girl students to emerge as successful entrepreneurs

Institutional Challenge

- Government policy does not support introduction of new courses relevant to the need of the society
- The curriculum and workload do not support faculty to give more focus on research
- Lack of motivation for girl students to pursue higher education as many get married after during their graduation
- Nonconformity from the notified schedule of examinations by the University and delay in the publications of results

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college, in addition to the mandates prescribed by the University, has its own mechanism for the effective implementation of the curriculum. The college offers 11 Under Graduate programmes including two B. Voc programmes, six PG Programmes and two Ph D programmes. All the programmes run on **CBCS pattern** as per the norms of University of Calicut, which provides electives for both UG and PG and an option for an open course at UG level. The college plans its curricular transactions by accommodating the University calendar into its academic calendar. Prepared by the academic monitoring cell in consultation with IQAC, it facilitates an academic atmosphere instrumental to the smooth conduct of the programmes. The University itself integrates **value-added courses**, which inculcate **environmental-friendly** perspectives, **human values**, **professional ethics** and other cross-cutting issues. Besides the different courses, the college regularly conducts national and regional seminars, awareness programmes, life skill sessions, day observations, invited talks and the like to meet the varied demands for the overall development of the students.

The college offers **Certificate courses** apart from the courses prescribed in the syllabi to make the students adept in professional skills. A good number of students enroll in the certificate courses undertaken by the college. Additional Skill Acquisition Programme(ASAP) offers communication and life skill courses to the students. The college, being an **active local chapter of NPTEL**, each department encourages the students to register to the online courses from the platform. Curricular planning is further ensured by the participation of faculty members in the Board of Studies. Faculty of different departments have been participating in syllabus-revision workshops and are part of question-paper-setting of universities and autonomous colleges.

Three **Academic Chairs** functioning in the college, inculcate humanism, secularism and value-based education

in the student community. Environmental friendly perspectives and programmes are implemented and organized by the college in line with the environmental policy. IQAC regularly undertakes curriculum feedback from the teachers, students, parents and alumni, analyses them and recommends measures for improvement.

Teaching-learning and Evaluation

The college has a very efficient teaching-learning system that ensures the **attainment of programme and course outcomes** for better employment and quality life. There has been a steady rise in the enrolment of students to the college as seen by the **high demand ratio** and the intake of even foreign students. An average of 91% of reserved seats was filled in the last five years.

The number of teachers recruited is steadily increased to ensure a good student-teacher ratio. All sanctioned posts are filled promptly with experienced teachers, preferably with Ph D and post docs.

The learning level of students is assessed early on to **cater to individual needs** through specialized programmes like WWS, TRANSIT, FOCUS, ASAP, SSP and remedial classes among others. The deficiencies are addressed to bridge the gap in learning for under-achievers while gifted students are guided to reach for higher goals like competitions outside college and working towards better career or learning opportunities. **Helen's House** takes care of differently-abled students by providing consultations with physicians and other miscellaneous support like arranging scribes.

Experiential and participative learning methods are the norm in classrooms along with specialized workshops and seminars for enhanced learning. Interactive learning is encouraged with teacher as the facilitator for proper attainment of the outcomes. Technology is indispensable today and the use of PowerPoint presentations, Google classroom, blogs and online videos are regular augmentations that enhance the teaching process. In addition to science labs, the college has well-equipped commerce and language labs for augmenting learning. Students are also asked to complete NPTEL course.

There is a mentoring system in place to guide the students to optimal achievement. The mentors conduct individual and group mentoring sessions to motivate and support them.

A systematic and variegated mechanism of internal assessment of students measures the attainment of programme and course outcomes which are regularly analysed. The results have been good as exemplified by our result of 82% in the external evaluation and the number of students going on to pursue higher education or higher degrees in reputed institutions.

Research, Innovations and Extension

The research culture of the institution has improved significantly in the post-accreditation period. The Department of Chemistry and the Department of Commerce have been approved as research centres by the University of Calicut. The state-of-the-art **research complex** with research instruments funded by **DST-FIST**, facilitates advanced research. Faculty members have undertaken major and minor research projects and **Rs. 1.8 crore** has been sanctioned during the last five years by various agencies. To enhance interest in research among faculty, the college management has constituted the **Dr N K Muhammed Research Grant**. Students, as well as faculty members, are encouraged to present papers in international and national conferences and seminars. The Department of Chemistry publishes the journal **ChemY** to promote research publications of young

scholars. The college has **13 functional MoUs** and about **91 linkages** with eminent institutions.

The college has a well-established innovation ecosystem to promote the technical and entrepreneurial skills of the students. The **Institution Innovation Council** organised Innovators Meet, Innovative Idea Contest and Prototype Presentation Contest. It also participated in the **Smart India Hackathon** and in the national **Proof of Concept** competition conducted by MHRD Innovation Cell. The college also participated in the **Atal Ranking of Institutions on Innovations and Achievements (ARIIA)** 2018 and 2019. The ED club of the college conducted workshops and industrial visits to create awareness of Entrepreneurship among students. Workshops on Intellectual Property Rights have been conducted. The college also registered for the Young Innovators Programme (YIP).

The faculty along with the students work in fulfilling the institution's social responsibility through different extension activities organised by departments or various cells and forums like NCC and NSS. **Gramodaya** (Model Village for Eco-Friendly and Sustainable Social Development) is the flagship programme of institution for rural upliftment. **Yuvaraksha Samooahasuraksha** (Campaign against narcotics), **Chembuds** (Science Awareness programme for higher secondary students), **Smrithipathangal Thedi** (Programme for tribal people) are some of the highlights of the outreach programmes. The college as a partner institution of the **Unnat Bharat Abhiyan** of MHRD and adopted five villages in the nearby. The institution has received certificates of appreciation and awards for the various extension activities.

Infrastructure and Learning Resources

The college, located in a rural area, has a total built up area of **10105.5 sq.m** spread over four blocks- Entrance block, Main block, Library block and Commerce block. There are excellent infrastructural facilities such as classrooms, laboratories, seminar halls, library and hostels to support academic activities in the campus. The Research Instrumentation Centre set up with the funding from DST-FIST is equipped with advanced research equipment. The **e-Learning centre** and **ECDC (E-Content Development Centre)** promotes technology-enhanced teaching-learning. The **Language Lab** and the **Audio Visual Hall** also support academic activities.

All **class rooms are ICT enabled**, with LCD projectors and network connection (LAN/WIFI) to **integrate technology in teaching-learning** process. There are **174** computers installed in five different labs for students which ensures a good student-computer ratio (1:7.5).

The **central library** within a total area of **1059.69 sq.m** is automated using Integrated Library Management System and has adequate collection of text and reference books. Subscription to N-LIST of **INFLIBNET** provides access to more than 6000 journals and 3 crore e-books. The **Online Public Access Catalogue** facility enables users to search online and locate books and other material available in the library.

The college offers adequate facilities for sports, games and cultural activities. The playground is used for outdoor games like cricket, football and baseball. There is a separate basketball court also. There is a multi gymnasium and yoga centre. .

Indoor auditorium with seating capacity of 350, **Open stage**, and **open auditorium** are extensively used for the conduct of academic and cultural programmes of the college and the public on request.

The herbal garden '**SUSRUTHAM**' has rare medicinal plants and the open air class room '**ILLUMINA**' set within marks the college's endeavour to invoke environmental sensibilities among students.

The college renders infrastructure facility to run the **“Coaching Centre for Minority Youths”**. The college is a campus centre of School of Distance Education, University of Calicut. To ensure optimum utilisation and proper maintenance of the infrastructure, the college has developed an established system of procedures which includes ensuring warranty for major equipment and annual maintenance contract after the warranty period.

Student Support and Progression

The institution provides full-fledged facilities, opportunities and hence ensures excellence in curricular and co-curricular activities. Many students avail various scholarships funded by state and central government. **Scholarships for differently-abled** are also availed by students. The management offers scholarships and freeships to students who are financially deprived and academically excellent. **Conveyance charges** are provided to differently-abled students. The students are covered under **group insurance scheme**. The institution has a transparent mechanism for timely redressal of student grievances.

The elected student council plays a prime role in organizing sports and cultural activities. The college ensures the representation of students in various administrative bodies. Students regularly participate in Zonal and National level competitions and are **National and International winners** in many sports events. Students are given financial support to attend National and International seminars. The college library is equipped with an incubation centre TRANSIT for post-graduate students and FOCUS for under-graduate students. Special coaching is given for competitive exams like NET, SET, JAM, CAT, MAT and a notification register is maintained in each department to record details of examinations for the information of students. Many of our students have qualified UGC-NET, SET and JAM. **Vocational and entrepreneurial development programmes** are organized.

Every year students are given career guidance by experts. The placement cell is functional and provides guidance for professional exposure. Students are getting placed at reputed institutions. A good number of students are progressing to higher education at state and central universities. Students are encouraged to enrol in Yoga and meditation classes and online certificate course like NPTEL. The counselling cell is functional to solve personal and academic problems

The registered Alumni of the college is active by providing scholarships for deserving students and participating in the institution's social responsibility endeavours.

Governance, Leadership and Management

The college is governed at the top level by Muslim Educational Society, which is one of the largest educational agencies in the state. There is a local management committee to take administrative decisions at the ground level. The College has a perspective plan for institutional development and the academic and administrative activities are carried out in consensus with the stated policies. The governing body collects the inputs of the Principal and IQAC while formulating the plan of action of the institution. The Principal, College Council, IQAC and faculty members along with other stakeholders collaborate effectively to fulfil the vision and mission of the institution. The college practices decentralised participatory governance. The departments prepare an action plan on the academic, curricular and co-curricular activities and the implementation and planning of the action plan is monitored by the IQAC and college council. The core monitoring committee set up for assessing

and reviewing the department activities, gives recommendations for achieving higher levels of excellence. The faculty members are encouraged to participate in professional development programmes. The institution conducts faculty development programmes regularly.

The college has collaboration with Aligarh Muslim University to conduct academic leadership training programmes under CALEM project of MHRD at our college. In addition to the various welfare schemes of government, the management provides research and travel grants to faculty members. Group Accident Insurance coverage is given to the ad-hoc staff. The Institution has a transparent and well planned financial management system and there exists a mechanism of external and internal audit for both Government and Management accounts separately. The Governing body coordinates the effective utilisation of funds for the development of the college. IQAC plays a pivotal role in formulating qualitative strategies in the institution. Periodical reviews, academic auditing and feedback system of the IQAC help to achieve the pre-planned objectives.

Institutional Values and Best Practices

The college strives to ensure the security of all the genders. Over the last five years, **55 programmes** related to **gender equity** have been conducted. The college regularly organises various programmes intended to instil **national values, fundamental duties** etc. among the community of the college. The college organises various programmes to benefit from the **locational advantages and address the disadvantages**. Adopting Mayiladi Village under the '**Gramodaya**' project is a humble effort from our side to **give back to the society**. Various programmes beneficial to the residents of the village including awareness programmes and medical camps, are regularly conducted. With sustainable development in mind, the college actively participates in conservation of water, practising effective waste segregation, use of bio compost and other **green initiatives**. The college has a proper **waste management** system in place for solid, liquid, and e-wastes. A **green audit** was conducted through an external agency and a green protocol was adopted. Steps are always taken to ensure **energy conservation** and a significant part of power requirement is met through solar panels and LEDs. **Transparency** is ensured in the functioning of the institution. Courses are offered on **human values** and ethics under different departments.

Solace to the Destitute (To nurture empathy and compassion to less fortunate fellow beings) is one of the best practices of our institution. The programmes like Care @Home, Home for homeless, Scaffolders underline the institution's commitment towards society.

Another best practice of the college is to foster a research culture not merely in the college, but to the scholar community beyond our college. Advanced equipment at the **Research Facilitation Centre** set up with the assistance of DST-FIST is made available to the scholars from outside for nominal fees. The institution concentrates on the education of minority, especially female students. The Women Empowerment Cell organises lectures, workshops etc. that are beneficial to female students in terms of skill acquiring as well as boosting their aspirations towards higher education. The new initiative '**JEEVANAM-Learning by Earning**' provide financial assistance and training for self employment.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MES KEVEEYAM COLLEGE VALANCHERY
Address	MES Keveeyam College Valanchery Malappuram(Dt)
City	Valanchery
State	Kerala
Pin	676552
Website	www.meskeveeyamcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Rajesh C	04942-642670	9446768376	-	principal@meskeveeyamcollege.ac.in
IQAC / CIQA coordinator	Najila Ty	04942-645879	9495971122	-	najila.faisal@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority status.pdf
If Yes, Specify minority status	
Religious	Muslim
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-09-1981			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	University Of Calicut	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	24-02-2000	View Document		
12B of UGC	04-08-2003	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Two Star Rating for activities under MHRD Innovation Council
Date of recognition	06-11-2019

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MES Keveeyam College Valanchery Malappuram(Dt)	Rural	23	10105.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Chemistry	36	Plus Two	English	36	34
UG	BSc,Physics	36	Plus Two	English	40	37
UG	BSc,Zoology	36	Plus Two	English	36	34
UG	BA,English	36	Plus Two	English	45	44
UG	BCom,Commerce	36	Plus Two	English	50	47
UG	BCom,Commerce	36	Plus Two	English	60	60
UG	BCom,Commerce	36	Plus Two	English	60	59
UG	BCA,Computer	36	Plus Two	English	28	23

	Application					
UG	BSc,Psychology	36	Plus Two	English	35	31
UG	BVoc,Retail Management	36	Plus Two	English	50	24
UG	BVoc,Optometry And Opthalmology	36	Plus Two	English	50	29
PG	MSc,Chemistry	24	B Sc Chemistry	English	12	12
PG	MSc,Physics	24	B Sc Physics	English	12	12
PG	MSc,Zoology	24	B Sc Zoology	English	13	13
PG	MA,English	24	Any Degree	English	20	13
PG	MCom,Commerce	24	B Com or BBA	English	22	21
PG	MSc,Computer Science	24	Degree with Mathematics	English	10	0
Doctoral (Ph.D)	PhD or DPhil,Chemistry	60	M Sc Chemistry	English	4	4
Doctoral (Ph.D)	PhD or DPhil,Commerce	60	M Com	English	4	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				23			
Recruited	0	0	0	0	1	3	0	4	9	14	0	23
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				2				40			
Recruited	0	0	0	0	2	0	0	2	8	32	0	40
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				4
Recruited	3	1	0	4
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	5	12	0	17
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	4	6	0	13
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	0	1	0	3	6	0	10

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	2	8	0	11
M.Phil.	0	0	0	1	0	0	3	2	0	6
PG	0	0	0	0	0	0	0	3	22	25

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	4	0	4

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	4	0	0	0	4
	Others	0	0	0	0	0
PG	Male	12	0	0	0	12
	Female	133	0	0	0	133
	Others	0	0	0	0	0
UG	Male	410	0	0	0	410
	Female	749	0	0	0	749
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	13	9	7	16
	Female	44	48	43	37
	Others	0	0	0	0
ST	Male	0	0	0	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	92	107	97	135
	Female	233	274	258	271
	Others	0	0	0	0
General	Male	12	4	15	9
	Female	19	24	29	22
	Others	0	0	0	0
Others	Male	6	5	7	1
	Female	2	2	3	1
	Others	0	0	0	0
Total		421	473	459	493

Extended Profile

1 Program

1.1

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

Response: 758

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1308	1223	1105	925	747

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
174	141	140	122	103

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
440	379	317	257	229
File Description		Document		
Institutional Data in Prescribed Format		View Document		

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

2018-19	2017-18	2016-17	2015-16	2014-15
66	60	55	50	40
File Description		Document		
Institutional Data in Prescribed Format		View Document		

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

2018-19	2017-18	2016-17	2015-16	2014-15
66	63	60	55	45
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution**4.1****Total number of classrooms and seminar halls****Response: 42****4.2****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
102.98	74.4	147.04	200.7	141.8

4.3**Number of computers****Response: 174**

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:

M.E.S Keveeyam College Valanchery, being an affiliated institution of University of Calicut, sticks to the syllabi offered by the university to the respective programmes. The programmes offered by the college run on CBCS pattern as prescribed by the University. College plans its own Academic Calendar by considering all the revisions made by University each year to the curriculum. Academic Calendar is one of the effective mechanisms adopted by the college to implement the curriculum effectively. The handbook and calendar prepared by the college encompasses internal exam dates, college rules and regulations, fee structure, duties and responsibilities of faculty members.

For the effectual functioning of teaching-learning environment, Teacher's Diary, Class Diary, Tutorial Register and Department Diary are being maintained. Action Plan is prepared by every department at the beginning of each academic year and is duly submitted to the IQAC for suggestions. Action Plans and Action Taken Reports are verified by the IQAC during the academic audits.

Bridge Courses are conducted by each department in order to familiarize the students with the new programmes. IQAC conducts orientation Programmes both for PG and UG separately and the students attend the orientation programmes along with their parents where the classes are handled by an external mentor.

In addition to the conventional programmes, students are encouraged to take online courses offered by NPTEL and MOOC. Students from first year classes are encouraged to take courses offered by Additional Skill Acquisition Programme (ASAP). Students are also enrolled into Certificate Courses offered by different departments.

The college supports the academic life of the students by providing counselling sessions. Individual and group counselling are given by the tutor during tutorial hours.

Students' attendance is monitored through TCS, the Campus Management Software. Mobile alert facility has been provided to the parents on matters related to attendance, PTA meetings and Internal Examinations. All classrooms are ICT enabled and the academic atmosphere is further enhanced by the college library which is well equipped with adequate number of books, free internet facility and INFLIBNET resources. Well-resourced Language Lab, ICT lab, DST-FIST funded Research Lab ensure proper teaching, learning and research in the institution.

To suit the different demands of the learners, Walk with the Scholar and Scholar Support Programme (SSP), both initiatives by the Government of Kerala are functioning in the college. Besides SSP, Remedial Coaching is also provided to the weak students. The programmes TRANSIT (Incubation Centre for NET aspirants) and FOCUS (Fostering Competence among Under Graduate Students) add to the curriculum

advancement of the students. The college regularly organizes seminars and workshops all the while encouraging the students to participate and present papers.

The examination cell of the college conducts centralised internal examination twice a semester and results are published in a time-bound manner. All the academic activities of the college are under the scrutiny of the Academic Monitoring Cell.

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

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

Response: 14

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	2	2	5

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

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

Response: 20.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	5	2	2

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

1.2 Academic Flexibility

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

Response: 6.6

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

Response: 50

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

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

Response: 94.44

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

Response: 17

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

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

Response: 29.74

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

2018-19	2017-18	2016-17	2015-16	2014-15
578	312	288	252	192

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

1.3 Curriculum Enrichment

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

Response:

The institution is very keen in integrating the said elements into the curriculum by sticking on to the mandates prescribed by the University of Calicut. Despite the courses in the curriculum which inculcate environmental awareness, human values and professional ethics, the college caters to these emerging needs by formulating Academic Chairs and by conducting myriad programmes like Day Observations, Surveys, Seminars and Invited Talks.

For the promotion of human and secular values, three academic chairs were constituted by the college. **N Damodaran Chair for Humanistic Studies, Dr P K Abdul Gafoor Chair for Secularism and Dr N K Mohammed Chair for Value-based Higher Education** were set up by the college management to uphold the principles of the three great visionaries. These chairs organize National seminars, invited lectures, and symposiums on humanism, secularism, and value-based higher education. The chairs also contribute by donating books to the library, providing research grants and travel grants for attending international seminars.

The college conducted a secularism campaign as per the directives of the Muslim Education Society. The secular rally, secular human chain, philately exhibition and distribution of pillars of secularism award were organised as part of the campaign. **Solace to the Destitute**, one of the best practices of the college aims at instilling human values among the student community. **Yuvaraksha Samoohasuraksha**, the campaign against the drug abuse give awareness on social values.

The college is instrumental in inculcating the vision of a sustainable environment among students. The **Gramodaya** project of the college aims at **a model village for eco-friendly and sustainable social development**. Department of Chemistry installed a biodegradable unit in the adopted village for effective waste management. In line with equipping the students with adequate knowledge of environmental resources, the Department of Zoology often arranges **visits to eco-friendly regions**. For a theoretical base

on environmental issues, department conducts talks on poly-house farming, organic farming, causes and impacts of flood in Kerala. The Department had conducted a **Biodiversity survey** in tie-up with **Kerala State Biodiversity Board**, as the college and the vicinities were worst affected during Kerala Flood 2018. **Green auditing** is done and the college strictly adheres to the green protocol. Plastic cups in the Canteen were replaced by steel utensils and cloth banners replaced plastic banners for different programmes. The college had encouraged the students to participate in Swachh Bharat Abhiyan and Unnat Bharat Abhiyan.

Women Empowerment Cell has been involved in gender sensitization programmes by conducting seminars and talks on gender issues. The Cell also arranges Self Defence Training Programmes with the motive to strengthen the women community as a whole. Supporting the global mission of LGBTQ awareness, the college hosted a district-level gathering of transgender. There is a moral study centre functioning in the college which organises classes on social values and professional ethics. There exist a code of ethics for staff and students which is well publicised through the website. The IPR cell of the college organises workshops on patents and copyrights.

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

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

Response: 88

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

Response: 88

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 93.04

1.3.3.1 Number of students undertaking field projects or internships

Response: 1217

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

1.4 Feedback System

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

Response: A. Any 4 of the above

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

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

Response: C. Feedback collected and analysed

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 92.97

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

2018-19	2017-18	2016-17	2015-16	2014-15
493	459	477	417	317

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

2018-19	2017-18	2016-17	2015-16	2014-15
579	489	504	441	328

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

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

Response: 91.74

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

2018-19	2017-18	2016-17	2015-16	2014-15
143	131	133	114	98

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The heterogeneous nature of the classroom has to be the cornerstone of any policy adopted in the institution for effective learning. The institution has in-built mechanisms to maximise the effectiveness of the programs by tailoring various processes and programs to suit advanced and slow learners.

The marks in higher secondary examination give a primary idea about the students' learning levels. The **tutorial system and the mentoring scheme** assess the learning level of students and identify their diversities. The sundry processes for the internal assessment like assignments, tests, seminars, projects, etc, all help in profiling each student and administering student-specific strategies. Diagnostic tests are also carried out to assess the learning levels.

Programmes for Slow Learners

Scholar Support Programme: The Government-funded programme provides extra classes in difficult subjects after regular college hours.

Remedial Coaching: The teachers support weak students of their own classes.

Lingua Competencia: A targeted programme to enhance the soft skills and communication skills

Peer Learning Circles: Students learning from their peers is a time-tested strategy effectively implemented in all classes. The relatively proficient students support the slow learners in catching up.

Library: Various interesting books for beginners

Question & Book Banks: Available in the departments, these help for a more prepared approach to tests.

E-learning resources: Graphical representations, videos and other such aids help in transacting abstract concepts.

Additional Skill Acquisition Programme (ASAP): Language and soft skills are supplemented.

Students who do not score high in academics may exhibit commendable talents in extracurricular activities which is usually channelized to achievements for the college and themselves in terms of grace marks.

Helen's house is the facilitation centre for differently-abled students which provides assistance in the form of scribes for examination, skill development training, etc.

Programmes for Advanced Learners

TRANSIT & FOCUS: Specialised placement and progression training for PG and UG students like coaching for NET and JAM has yielded results that vindicate the efforts for advanced learners.

E Content Development by Students

'Student Techie': Computer hardware and software maintenance training

Enrolment to NPTEL certificate courses

Research and Publications: Some students have gone on to publish their creative writing in popular platforms like that of Sabith K on Asianet Website.

Seminars and Workshops: Exposure outside college is encouraged apart the ones at home. **Research papers of PG students accepted for presentation in international conferences abroad.**

Innovation Council and Young Innovators Programme: Promote innovative ideas and technology incubation.

Walk With Scholar (WWS): Government-funded programme which envisages additional tasks to augment their skills further.

Career-Guidance: Contact sessions with industry professionals offer an immersive experience like that of the students' interaction with Mr. Latheef Naha, Principal Correspondent of *The Hindu*.

Programmes for both categories:

Language Labs: By definition, it caters to individualized needs of both slow and advanced learners.

Extra-curricular activities: Participation in competitions both inside and outside the college has brought in laurels.

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

2.2.2 Student - Full time teacher ratio

Response: 218:11

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.45

2.2.3.1 Number of differently abled students on rolls

Response: 19

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

2.3 Teaching- Learning Process

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

Response:

Time-proven methods of education endorse student-centric methods for effective learning outcomes. Our institution, as such, promotes methodologies that are highly experiential and participative as presented below:

Lingua Competencia: Group discussions, mock plays, public speaking, role-playing, etc for language acquisition.

Student Techie: As part of **HACT (Highly Advanced Computer Technician)**, students assist in hardware and software maintenance of the college.

E-Content Development by students

‘Pustaka Charcha’: Review of books and discussion on them

Lit Café: Students’ forum for discussion and performances based on literary works.

Radio and Video Documentaries by students of B A Functional English

Smrithipadangal Thedi - Education for Tribes: Awareness class and counseling among Kurichiyar tribes in Wayanad and Uriyampatty tribal colony.

EKSELKSI-One of the largest wall magazines prepared by Zoology students showing the evolution of life

Basic Medical Laboratory Techniques: Students practice the techniques during the medical camps conducted by the department of Zoology

Review paper writing

Student’s seminars

Peer Learning: Panel discussion and bright students’ efforts to enhance the understanding level of weaker students.

Zoocarpedium: Interactive learning programme of Department of Zoology

Developing entrepreneurship skills by conducting workshops on the making of LED, soap, chalk, paper carry-bags, paper-files

Creative Learning: Through student magazine, open canvas, exhibitions of science models, stamps and coins. Competitions like science troll making, flash mob, cartoon making, spot photography, documentary making, slogan writing, and debate

Case Studies by Psychology students

Innovation council: ‘Smart-stick’ for the blind was developed by our young innovators.

Internships: 15-day internships at various retail outlets and MES Medical College, Perinthalmanna

Community Involvement: Palliative care, flood relief and cleaning works

Retail fest: B Voc Retail Management students running retail outlets in the campus as part of World retail day celebrations.

Management Meet: Commerce students conduct management meets where various activities related to business and management are organised.

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

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

Response: 98.48

2.3.2.1 Number of teachers using ICT

Response: 65

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

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

Response: 161:8

2.3.3.1 Number of mentors

Response: 65

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity are fundamental to all academic disciplines and educational activities, and play an important role in the knowledge advancement of the students which is the prime aim of the educational institution. Creative learning requires innovative pedagogy. Some of the strategies adopted in our institution are as follows-

Practical knowledge is imparted through **language lab, commerce lab and science labs**. Versatile visits are conducted **like natural camps, industrials visits, and tribal visit**.

Activity-Based Teaching is done through **Film Making, Animation, Audio recording and**

documentation, Internship and CV Preparation. Preparation of **manuscripts, wall magazines** and programs like **Lit Café** inculcate skill-based learning. Skits and street-plays are enacted and poetry performed.

The college being a partner institution of **Institution Innovation Council of MHRD**, undertakes activities which promotes innovations in learning. **Young Innovators Programme and Innovators Meet** takes a step further and applies learning to real-life problems.

Acquainting students with banking and financial transactions by opening **Bank Accounts**.

The B Voc department also requires students to analyse the layout of retail outlets with special reference to the placement of mannequins and products for effective retailing.

The ELT course is supplemented by the extension programme '**Developing LSRW through Tasks**' where students apply the principles they learn in real classroom situations in nearby schools. The creative writing course is transacted through cumulative tasks to build out an entire short story. Their work is always compiled into **manuscript magazines**.

LED-making, soap-making and chalk-making workshops provide a hands-on experience rather than just lecturing. Field trips to industries or media-houses achieve similar goals.

Subject-wise **Seminars and Assignments** are assigned to students such that the tasks ensure the application of text-book principles. **Interaction** with reputed **scholars, industry personnel** and **alumni** are organized to assess their course and skill-sets in relation to industry requirements.

Open Book Examination and other innovative tools assess progress.

For imparting social responsibility among students various programmes were conducted like **Gramodaya, Yuva Raksha Samooahasuraksha** (Anti-drug awareness campaign). Additionally, environmental consciousness is also integrated into the methodology wherever feasible. Students participated in the green audit.

Different courses are offered other than Curriculum like **Bridge courses, Add-on courses, Short term Course. Academic Chairs** have been constituted and several programs are conducted. Seminars and workshops are conducted inside the campus. Participation and **paper presentation** in national and international seminars and conferences outside the campus is also promoted.

Technology plays a crucial role in learners' lives and enabling an innovative and creative environment. E-learning facilities involve **E-learning Centre, E-Content Development Studio, blogs and website** and accessing **INFLIBNET**. ICT Tools are used for conducting **Google classroom, Google schools, Google books and blogs, video lectures** and **online examinations** through **Google forms**.

Faculty Development Programmes on **Academic Leadership, communicative skill, Effective classroom management and Digital Learning, IPR** and **E-learning tools** are offered regularly to keep teachers on the path of innovation and creativity.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 93.34

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

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

Response: 21.71

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	11	11	10	11

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.44

2.4.3.1 Total experience of full-time teachers

Response: 425

File Description	Document
Any additional information	View Document

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

Response: 7.38

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

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

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

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

Response: 17.48

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	11	11	9	7

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

2.5 Evaluation Process and Reforms

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

Response:

The college, being affiliated to the University of Calicut, is bound to follow the rules and regulations prescribed by the University. The scheme of internal examination has been detailed by the University for each course specifically in the syllabus. Any reforms in the scheme prescribed by the University are immediately implemented by the college. A wholesome system of continuous internal and external evaluation is integral in maintaining sustained performance of the students.

Academic Calendar: Internal activities are scheduled and integrated with the general activities of the year detailed in the college calendar prepared in tandem with the University calendar. This is distributed to the students at the beginning of the academic year.

Detailed syllabus: Scheme of internal evaluation is detailed in the syllabus of each course. This is available to students both online from the college website as well as that of the university and as hard copy which is available for perusal on request at the respective departments.

Internal Examination Cell: The examination cell ensures the proper and timely conduct of internal exams by scheduling and organising two centrally monitored internal tests.

Valuation and Feedback: Papers are valued and distributed on time as scheduled by the Academic Monitoring Cell. The internal marks of the various components are consolidated and displayed on the notice-board.

Supplementary Tests: Those students with genuine reasons for being absent on the days of exams are given a second chance if ratified by the department council.

Assignment, Seminar, Quiz & Attendance: These are the other requirements as per the University scheme of internal evaluation. The schedule for these components are decided at the Department Council and communicated to students. The students are assessed internally by means of course-specific internal assessment tools in all departments. The English department has students compile their stories and poems into a manuscript magazine as part of internal assessment for the course *Creative Writing*. The internal assessment for the course on *Oral Communication Practice* involves various speaking activities assigned to students in the classroom, to which they come up to the podium and face the audience confidently and with verve.

Projects: This culminates a student's activities in the programme and how a student approaches the project and executes it speaks volumes about the learning and skills acquired. Students have gone on to produce their own video documentaries and radio programmes after scripting it themselves. Their methods and procedures offer insights into their evolvement as a result of the course.

Tutorial System: One-to-one teacher to student discussion is facilitated based on the internal assessment. Parents' meetings are held regularly to communicate the students' progress and plan for improvement in the future.

Online exams: The college requires students from PG programmes and some selected UG programmes to enroll for NPTEL courses and complete their online exams leading to certification.

Open Book Exam: The Zoology and Chemistry Departments have adopted this strategy for internal assessment in some courses.

Internship: The students of B Voc programmes are assigned for internships for a specific period.

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

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

Response:

As per the norms of University of Calicut, Continuous Internal Evaluation has different components such as internal examinations, assignments, attendance, seminar and viva voce, with fixed weightages to each component. 40% of the internal marks are awarded to two internal assessments. 20% is allocated to assignment, 20% to seminar and 20% to attendance. There is also slight variations in this scheme in relation to the various courses. Tutors and teachers of the subjects concerned orient the students on the mechanism and guidelines of internal evaluation. Different measures are taken at various levels to ensure that internal assessment is transparent and robust in terms of frequency and variety.

Centrally-held Exams: Two centralised internal examinations are conducted every semester in addition to class tests. Examination Cell is responsible for conducting exams as per the guidelines of Academic Monitoring Cell; collecting and printing the required number of question papers; packing them and planning the seating arrangement of the students for the exam. The teachers are assigned invigilation duties and a squad does rounds to check malpractices. Student attendance is compulsory and marked regularly on the basis of a sheet distributed in each class for student signature.

The Academic calendar prepared in tandem with the University calendar provides the students with the dates of the internal tests well in advance to start their preparations. The dates are published in the website and college notice board.

Syllabus& Schedule: The portions allocated for the tests are informed to the students well in advance. The question papers are prepared in the pattern of their external evaluation by the University. The students can also get an idea about all the components of internal assessment from the syllabus.

Variety: A miscellany of methods and tools are employed for internal evaluation apart from the standard ones prescribed by the university. This is done frequently by incorporating unit tests conducted class-wise after the completion of each module. Student presentations with PowerPoint support is another method used.

Open Book exams, online tests, writing TV and radio scripts, preparing manuscript magazines are just

some of them.

Betterment opportunities for students are offered when necessary to improve their grades and get additional practice. Slow learners are often offered remedial classes and special retests conducted.

Feedback: The answer-scripts are returned to the students with feedback for improvement. The marks are informed to the parents during the class PTA meeting convened after the internal examinations. The student and parent login facility in the mobile app of the college has the provision for informing the parents about the examinations and marks. The SMS alert system is also practiced.

The final consolidated internal marks with details of various components are displayed on the notice-board and duly signed by the students before uploading onto the University portal.

Student Grievance Cell: Any grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher at first level and further to tutor, HOD and Principal.

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

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

Response:

The college has a well-structured Grievance Redressal Cell transparent by virtue of its multi-level organization. The first point of grievance redressal is to the teacher concerned which is followed by the tutor of the class concerned at the next level who is part of the department council headed by the Head of Department. This body discusses all the grievances related to the conduct of internal examination and the valuation process of the same to take measures in accordance with department policies with the permission of the college council including the Principal. When students request for retests, their reasons for absence is scrutinized by the council and appropriate measures are taken on the basis of authenticity.

The University internal marking scheme is made available to the students in advance and they can keep track of the assessment procedure and prepare for optimal performance. They can verify if the marks accorded to them are error-free by checking the various components that add up to the final score.

At the department level, the students readily come up with minor tabulation errors or so immediately after they receive their answer-scripts and other doubts are clarified. This is usually resolved by the teacher concerned and utmost by the tutor. The requests for retests need to be ratified by the Department council.

The College-level Grievance Redressal Cell has a coordinator and takes up any issues that go beyond the ambit of the department council.

On very rare occasions, there may arise issues that need to be addressed at the university level and the College offers all necessary support to forward any grievances that require correspondence and support from the University. The complaints are usually resolved promptly with regular follow-up from the college.

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

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

Response:

The University publishes an academic calendar with dates on when each semester begins and ends. The College prepares its academic Calendar and Handbook in accordance with this. The Internal Quality Assurance Cell headed by the Principal deliberates on the various inclusions and finalises a feasible plan.

Individual departments prepare an action plan for the academic year based on the calendar. Head of the Departments and teachers will implement the calendar and prepare teaching schedule and teaching plan. The Departments decide on convenient dates to implement the components like assignment other than the centralized tests for internal evaluation at the regularly held Department Council Meetings. This avoids concurrence of various tasks for the same students and also keeps them comfortably engaged continually.

The students prepare assignments and submit them as per the deadline announced. For instance, Google Classroom implemented by some departments inherently ensure adherence to the calendar as the submission link automatically expires after the deadline prescribed. Seminars and viva-voce are conducted in the classes as per the pre-planned schedule.

Examination Cell: The Examination Cell is responsible for the proper conduct of internal examinations in the college. Two internal examinations are held centrally in every semester. The cell conducts these internal examinations such that the portions are covered completely before University examinations. Papers are valued within ten days and returned for verification by students.

The consolidated mark lists are prepared by the tutors and exhibited on the noticeboard. Any grievance is promptly addressed before the marks are uploaded onto the University portal in keeping with the University directions.

IQAC Academic Audit: The IQAC of the College conducts an academic audit and provides feedback at the end of each semester to ensure that the departments are following the academic calendar properly. Teacher feedback is also collected at the end of every semester to improve the teaching-learning process.

Clubs/Cells: The clubs/cells that ensure various co-curricular and extra-curricular activities carried out in an efficient and time-bound manner in accordance with the academic calendar.

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

2.6 Student Performance and Learning Outcomes

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

Response:

Being a leading centre of Higher education, the college has recognized Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) in accordance with its vision and mission. This facilitates the students to qualify the competitive examinations and try out higher studies in their respective disciplines. Immediately after the commencement of classes; these POs, PSOs and COs are communicated effectively to the student community and faculty members. To satisfy the attainment of this goal, we take a number of measures in this institution. Certain other procedures are also planned to ensure the above-detailed objectives.

University Website

University website provides precise information about the POs, PSOs and COs of every course offered by the university.

College website

The college makes sure of the effective communication of POs, PSOs and COs of every course offered by the institution through the college website. These details are accessible to the students, faculty members and parents.

Orientation Programme

Each year this program is conducted by the institution to students and parents of various departments in the beginning. The syllabus, POS, PSOs, COs and scope of the programmes/courses are communicated through this program.

College Handbook and Calendar

Additionally, a college calendar is prepared and circulated amid academic stakeholders and this calendar includes the necessary information including the profile of faculty members, main contact information and programme outline, College rules and regulations, fee structure, details of clubs and forums, etc.

Department meetings

All departments routinely conduct department councils to assure the effectiveness of teaching-learning activities, essential steps to the improvement and other measures if needed. Department meetings are held

at the beginning of an academic year to allocate the subjects and communicate POs, PSOs and COs effectively to each of the faculty members. The faculty members are then responsible for further communicating it to the students and to clear their doubts regarding it.

Tutorial meetings

Tutors are responsible to ensure that each student has a fair idea about the syllabus, POs, PSOs and COs. For that, the student members and the tutors take out the meetings on a regular basis.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The college continually strives to attain the program outcomes and implements fundamental methods to appraise the attainment of the outcomes. The evaluation processes are undertaken by each department and the college as a whole. The Institution compulsorily follows the assessment strategies directed by the University. Continuous evaluation helps to assess the strength and weaknesses of a student and, in turn, take necessary steps for making improvements through various kinds of programs considering the individual differences. The internal assessments are done based on two centralized internal examinations, assignments, seminars and attendance. This strategy facilitates the continuous monitoring of students' progress. The formative assessment conducted by the University also helps to assess the program-specific and course outcomes.

The assessment tools are:

Centralized examination

Every semester, two internal examinations are conducted by the Examination cell. The results of these examinations are published on the notice board. The remedial classes for the students whose performances are weak are also done by the teachers according to the examination results.

Assignments:

The teaching plan prepared at the beginning of each semester includes the dates of submission of

assignments. Two assignments are given to students in each semester and are taken into account for the internal assessment. Students get an opportunity to make use of creative ideas and the ability of critical thinking in connection with the specific subjects.

Seminars:

To improve the presentation skills, ICT enabled seminars are assigned to students and assessment is done by a panel of teachers, especially for PG courses. Prime importance is given to seminar presentations with the aim of making confidence among the students to present a paper in national or international seminars related to their program outcomes. The students taking the course on creative writing compile specimens of their own creative endeavor into a manuscript magazine to showcase their achieving of the outcomes

Projects:

Projects are given to the pupils as individual/group-wise/both on the basis of the program outcomes.

University examinations:

Formative assessments are conducted by the University including the practical examinations for the lab-oriented programmes to evaluate the program outcome.

Analysis of examination results:

Analysis of the result is done in a thorough manner subsequent to every level of evaluation. These measures throw light on the program outcome and course outcome.

Feedback

Feedback with suggestions is collected from various sources like teachers, students, parents and alumni related to the program-specific outcome.

Analysis of higher education and employment:

More than 80% of our students graduates from college every year. Most of them move on to higher education or placements. Every department ascertains the progression of students. The college keeps a strong database of progression and placement details and it helps to analyse the status and progression forward to better employment.

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

2.6.3 Average pass percentage of Students

Response: 82.01

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

Response: 351

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

Response: 428

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.82

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 180.63

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

2018-19	2017-18	2016-17	2015-16	2014-15
54.38	0	0	25.73	100.52

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4.55

3.1.2.1 Number of teachers recognised as research guides

Response: 3

File Description	Document
Any additional information	View Document

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

Response: 1.12

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

Response: 13

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

Response: 58

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Response:

The college has given opportunities to students to brainstorm their ideas and a number of activities are being carried out in the campus. The college has a well-established atmosphere for incubation, innovation and research activities.

The IPR Cell of the college is committed to encourage, protect, manage and commercialize intellectual properties. The cell organises seminars and workshops on patents, copyrights, plagiarism, etc.

Our college was selected by the MHRD to start **Institution Innovation Council**. It is actively functioning to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes. It organised **Innovators Meet, Innovative Idea Contest** and **Prototype Presentation Contest** to create a vibrant local innovation ecosystem and to identify and reward innovations and share success stories. **IIC** of our college took initiative to participate in the **Smart India Hackathon 2019** conducted by the **MHRD Innovation Cell**. Four teams from our college submitted innovative ideas. The idea of GPS-assisted walking stick for the blind was selected to the second round of competitions. Our college also participated in the **Atal Ranking of Institutions on Innovations and Achievements (ARIIA) 2019**. **IIC** received a **Two Star** rating by the MHRD, based on the performance for the year 2018-2019. Our students participated in National PoC (Proof of Concept) Competition of Innovation Cell. All the four teams qualified for the next round and participated in the Regional Mentoring Session.

The Entrepreneur Development (ED) Club function with an objective of creating an entrepreneurial culture among the students. The club is registered with the Department of Industries, Govt. of Kerala and the activities of the club are supervised by the District Industries Centre, Malappuram. The club organized seminars and promoted industrial visits to develop entrepreneurial spirit and culture among youth.

The College has registered in the YIP (Young Innovators Programme), which is a specially designed programme under Kerala Development and Innovation Strategic Council (K-DISC) and selected for the **MAESTRO CHALLENGE**. 10 students from the institution got an opportunity to participate in the event. Our college became a SWAYAM NPTEL Local chapter from September 2018 onwards. For January-April 2019 courses, a total of 68 candidates from the college registered for the exam, 56 candidates got certificates including a topper and a gold medalist. Based on the exam registration count and students' performance the college was adjudged an Active Local Chapter of NPTEL. **HACT (Highly Advanced**

Computer Team) has the objective to provide maximum practical exposure in the advanced fields of computer application. The ROBOTIC EXPO in collaboration with the Institution Innovation Council, workshops on Artificial Intelligence and Robotics, Cloud Computing, Seminars on Cyber Crime, Ethical Hacking and Cyber Security are noticeable achievements.

Advanced and well-equipped Research Laboratories are available in the college. The e-learning centre which was set up using the funding of DST-FIST is functional. The Institution has well-established infrastructure facilities for innovation including ICT Lab, Language Lab, E-content Development Studio and Library with e-resources.

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

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

Response: 4

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

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

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

3.3 Research Publications and Awards

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

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 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	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.15

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	0	1

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

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

Response: 1.64

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

2018-19	2017-18	2016-17	2015-16	2014-15
20	25	8	8	28

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

3.4 Extension Activities

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

Response:

The extension activities of our college are designed to sensitize students to the needs of the community and to develop in them civic and social responsibilities even while addressing the actual needs of the society.

Under the **Gramodaya** project (model village for eco-friendly social development), our college has adopted Mayiladi village and launched programmes with special emphasis on **waste management, healthcare, organic farming, palliative care, social empowerment, anti-narcotic awareness**, etc.

Students engaged in activities to ensure hygiene and sanitation in the villages near Valanchery Municipality under the **Swachh Bharat Summer Internship Programme**.

Under the **Unnat Bharat Abhiyan**, the students conducted a household survey in five adopted villages, Athavanad, Marakkara, Kuttippuram, Irimbilyam, and Kattipparuthi, covering about **1500 households**.

Under the **Abhayageham Project (HOME FOR HOMELESS)** three well-furnished houses were constructed for those who are desperately in need of it.

NSS, NCC, Red Ribbon Club, Women Empowerment Cell, Bhoomitra Nature Club, Road Safety Club and Alumni Association together with different departments lead students in various outreach programmes. A glimpse of the extension programmes carried out by them are given below

- Surveys
- **Workshops on energy conservation**
- **Fund collection ventures for charity**
- **Awareness class on road safety**

- **Cleaning of neighbouring villages**
- **Blood donation and blood group detection camp**
- **Free medical camps** for the public
- **Students in palliative care**
- **LED making workshop**
- **Yuvaraksha Samooahasuraksha (Street play against drug abuse)**
- **Construction and renovation of roads**
- **Free cataract detection camp**
- **Fundraising for the treatment of cancer patients**
- **Awareness programme on Measles-Rubella Vaccination**
- **Pulse Polio Immunization**
- **As part of Suchithwa Mission's plastic-free-village objective, the students distributed cloth carry bags at Mayiladi Village**
- **Dry Day activity** with the motto -Personal Neatness for Social Welfare
- **Donation of Medical Equipment and Fund to the Pain and Palliative Unit**
- **Flood relief activities:** Cleaning of households and **Super Chlorination** of wells in the Valanchery Municipality, collecting relief materials from all possible areas and distributing them in the camps in Alappuzha district and donation of study materials to Wayanad district
- Workshop on **Ceramic Ornaments Making** in association with Integrated Rural Technology Centre Palakkad
- **Paper Bag and Pen Making Workshop**
- **Chembuds:** Workshop on creating awareness regarding the scope, opportunities and importance of science for the prosperity and wellbeing of mankind
- **Soap Making Workshop** to impart the craft and to share the health and ecological benefits of homemade soaps to the nearby community
- Regular visits to Old Age and children's home to give mental supports to the inmates
- IT literacy program for Kudumbasree (Local self-help group of Kerala)
- **Voter ID Registration**
- **Language training** classes to students of nearby UP schools
- **Basketball academy** giving training to students of nearby schools
- **Password:** Personality development workshop for higher secondary students

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

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

Response: 27

3.4.2.1 Total number of awards and recognition received for extension activities from Government

/recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	4	3	3	4

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

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

Response: 113

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

2018-19	2017-18	2016-17	2015-16	2014-15
37	18	21	15	22

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

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

Response: 33.29

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

2018-19	2017-18	2016-17	2015-16	2014-15
594	48	50	290	607

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

3.5 Collaboration

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

Response: 91

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

2018-19	2017-18	2016-17	2015-16	2014-15
29	22	19	9	12

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

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

Response: 13

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
9	1	1	1	1

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The College has excellent infrastructural facilities such as classrooms, laboratories, seminar halls, library, hostels and bus to support academic activities in the campus. College offers two PhD, six PG and eleven UG programmes. There is adequate number of classrooms to run all the programmes. Some of these classrooms are spacious enough to conduct seminars and invited lectures. All classrooms and some of the laboratories are ICT enabled, with LCD projectors and network connection (LAN/Wifi) to integrate technology in the teaching-learning process. The classrooms for B Voc programmes are specially intended for skill development. There are separate rooms for faculty members in each department. The research departments have separate rooms for research guides and research scholars.

The college has 17 laboratories for UG, PG and PhD programmes. This includes the specially designed lab-integrated classrooms of MSc Zoology. Department of Chemistry has DST-FIST funded Research Laboratory and Polymer processing Lab. The Research Instrumentation Hall is equipped with advanced equipment. The e-Learning centre provides the facility for digital learning and video conferencing. ECDC (E-Content Development Centre) enables the teachers to develop tutorial videos and promotes the creativity of students in multimedia.

The student-computer ratio of college is good(1:7.5). There are 174 computers for the use of students installed in different centres, such as central ICT lab, ICT lab of the vocational programme, commerce lab, etc. The Network Resource Centre in the Library also provides ICT facility.

The college has a well maintained herbal garden named '*SUSRUTHAM*' under the Department of Zoology, to enable the students to acquire sufficient understanding of rare medicinal plants. An open-air classroom named '*ILLUMINA*' is set in the middle of the college herbal garden, which provides an eco-ambience with fresh breeze under the bamboo canopy.

Student Support Centre provides ample space to coordinate activities of various cells, forums and clubs. The College radio named '*Cheeni FM*' explores entertainment and academic news. There is a separate examination hall capable of accommodating 150 examinees, which enables to conduct examination without disturbing regular classes.

The auditorium and Audio-Visual Hall provides a stage for conducting, seminars, workshops and symposia. The college provides space for counselling and Yoga.

College renders infrastructure facility to run "*Coaching Centre For Minority Youths*", an initiative of Minority welfare department, Government of Kerala. College is a campus centre of School of Distance Education, University of Calicut.

The college library is situated in a separate block in a prime area of the campus with a total area of 1059.7 sq.m. The reading area is located in ground floor, with a separate section for students and staffs. Separate

section is arranged for students who are preparing for competitive examinations. The rack area is in the mezzanine floor. There is a Network Resource Centre functioning in the library.

The **Language Lab** under Department of English consists of 24 computers. The lab is primarily built on the principle called as LSRW - Listen, Speak, Read and Write method of learning. It aims in facilitating efficient teacher-student interaction to correct phonetic accents and dialects.

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

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

Response:

The college offers adequate facilities for sports, games and cultural activities. College constantly endeavours to engage expert coaches for Football, Volleyball and Basketball. Large numbers of students have participated and marked achievements in University, State and National level competitions.

The playground in the campus is used for outdoor games like Cricket, Football and Baseball. The ground is also made available to the nearby schools for conducting their annual sports meet. There is a separate basketball court in the campus. *Badamgallery* helps the students to view the sports and games going on in the ground. The garden benches provide ample space to the students for their common talks in which sharing of ideas takes place. *Cheenichode* acts as an eco-friendly open stage where programmes like, *Swaralayam*, Christmas Carole competition, cake cutting etc. are conducted. The auditorium is used to be a venue for college arts fest, college annual day and departmental activities etc. Open auditorium provide enough space for cultural activities with large gathering of students. The arts club, *Aksharam Sahithya Vedhi* (aksharam literary club), *Vagartha* were instrumental in fostering the artistic and aesthetic sensibilities of the students. Debate forum develops the debating skill of students and conducts regular debates and discussions on various current topics. The audio visual hall is extensively used for the conduct of curricular and co-curricular activities including the screening of movies.

The Fitness Centre under the department of physical education has a spacious multi gymnasium having training equipment like Bench press parallel, Bench press Elevator, Reverse pec deck, Barbell and weights, Weight lifting set, Yoga mat, Ab-crunch machine, T-bar and Squat machine. The college yoga centre is set up in order to induce tranquillity and serenity of mind. It also improves the students' resistance and ability to endure stressful situations.

The Canteen remains accessible for students and faculty and provides nutritious food items.

FACILITY	SIZE/AREA
Auditorium	418.07sq m
Play Ground	2625 sq m

Basket Ball Court	729.53 sq m
Volley Ball Court	162 sq m
Health Club/	92.9 sq m
Multi Gymnasium	
Open stage	49.14 sq m
<i>Badam Gallery</i>	58.5 sq m
<i>Cheenichode</i>	33.06 sq m
(ecofriendly open stage)	
Conference Hall	93.75 sq m
Audio Visual Hall	106.56 sq m
Yoga Hall	37.5 sq m
Alumni/PTA Room	33.43 sq m
Recording Studio	33.43 sq m
NSS Room	18.6 sq m
NCC Room	18.6 sq m
Girls Centre	128.8 sq m
Boys Centre	44.72 sq m
Canteen	216 sq m
Language Lab	83.6 sq m
Student Support centre	38.5sq.m

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 45

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

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

Response: 62.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
50.25	46.5	93.72	139.54	95.09

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The built-up area of the Library spans 1059.7 sq.m in two floors and comprises reference section, stack area, reading area and Network Resource Centre. Library provides a special area for students under *FOCUS and TRANSIT*. Research and PG reference are located separately. College staff is also provided with specified area. The reading area exclusively for newspaper is available. Library has around twenty thousand books, journals, periodicals and newspapers. There is a separate corner in the library for Gandhian thoughts. The network resource centre facilitates Internet access. The library is equipped with plug-in facility for laptops and surveillance cameras for security.

Licensed software 'Book Magic' was used from 2013 onwards for operations in the library which is an Integrated Library Management System, designed by M/s Meshi Logic, Calicut, Kerala. Presently Library is fully automated with KOHA.

Name of ILMS software	KOHA
Nature of automation (fully or partially)	Fully
Version	19.05
Library link	http://117.211.166.170:8001/
Installed operating system	UBUNTU 18.04

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

The software facilitates users to reserve, renew and recommend books in online mode. In house/remote access to the electronic database is provided to users creating a login ID and password. The registered user can access e-journals, e-books and other electronic resources using N-LIST of INFLIBNET. Institutional resources like previous year question papers, newspaper clippings, e-books and dissertation thesis are made available to the users through D space integrated with KOHA. Students were also provided with the facilities of NDL (National Digital Library) through which they can access books in digitalized format.

The complete data in connection with Library is integrated with the college website through KOHA. KOHA homepage has given links to e-resources, MOOCS, audiobooks, institutional repository etc. Information regarding the latest additions is also displayed in the homepage. The Online Public Access Catalogue (OPAC) facility enables users to search online and to locate books and other materials available in the library. OPAC facility is available in the library.

The library is open on all days from 8.30 am to 5 pm. Reprographic service, reference service and lending service is available.

The Book bank in the college was established in the post accreditation period with the financial assistance of PTA. Book bank facility is available through which students of financially weaker sections can avail books. The institution takes earnest effort to collect and maintain rare books in the library.

Purified drinking water facility is also available in the library. Annual stock verification and maintenance of books are carried out well in time. Library Advisory Committee which comprises of representatives of teachers and students helps to review the Library system.

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

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

Response:

The central library established in 1981, is primarily concerned with the conservation and dissemination of knowledge to its users. It is named the **Dr. N.K Mohammed Central Library** in fond memory of Dr. N.K Mohammed, the founder of college. It plays an important role in the provision of information to the academic community in the college.

The details of our collection of rare books, manuscripts, special reports and other knowledge resources are as follows:

RARE BOOKS

The Dr. N.K Mohammed Central Library owns a rare collection of old and precious documents of International, National and Regional importance.

SPECIAL COLLECTION

The college central library has about 1063 special collection books comprising of encyclopedias, dictionaries, yearbooks, handbooks, books on tourism etc.

Type of collection	Number
Encyclopedias	31
Dictionary collections	218
Yearbooks	64
Handbooks	61
Books on Tourism	25
Books on Sports and games	91
Religious Books	573

MANUSCRIPTS

Manuscripts prepared by students of various departments are made available in the central library.

OTHER KNOWLEDGEABLE RESOURCES

1. D-Space

D-Space (Digital space) of MES Keveeyam college includes internal examination question papers, power point presentations, documentaries, video tutorials, study materials etc. which are available in LAN – <http://192.168.0.96:8080/xmlui/>

<http://192.168.0.96:8080/jspui/> and made available online also.

2. CD Collections

The central library has a collection of 150 CDs under various heads

- General
- Spiritual
- Encyclopedia
- Classical Dance
- Computer Applications
- Mathematics
- Health and Games

3. National Digital Library (NDL)

The National Digital Library is a project under MHRD and is being developed at Indian Institute of Technology, Kharagpur. It integrates contents from different Indian Institutional Repositories and help learners to find out the right resource with least effort and in minimum time. It is designed to hold content of any language and provides support for all academic levels including researchers and learners in all disciplines.

<https://ndl.iitkgp.ac.in/>

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

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

Response: A. Any 4 of the above

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

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

Response: 2.35

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.89	1.54	2.64	3.13	1.56

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 2.69

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 37

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The post accreditation period has witnessed a tremendous upscale of the ICT infrastructure in the campus. All the classrooms are equipped with LCD projector and internet facility. The ICT infrastructure has been increased by about 200 % during the last five years. 32 LCD projectors, 2 interactive boards and other ICT related equipments were newly installed. This helped to transform the nature and process of the learning environment. Presently there are five Computer labs with LAN and internet facility for the use of students.

Name of the Lab	No of system
ICT Lab	60
Language Lab	24
Commerce Lab	18
ICT Lab for Vocational Programmes	40
E Learning Centre	12
Network Resource Centre	6
PG Lab of Physics	7
UG Lab of Physics	7

A Network resource centre and E-Learning Centre assists the students to access internet and e-resources. NPTEL video tutorials and study materials are available in the library for student's access. Access to e-journals and e-books are provided by the N-LIST. The institution is equipped with 216 computers of which 42 are provided in the office and departments. Power supply is ensured by 10 Uninterrupted Power Supplies (UPS) of total of 76 kV and two generators of 125kV and 10 kV. Thirty-three network switches connect the computers together. Peripheral devices like printers, photocopiers and scanners greatly help the students, teachers and office staff in managing the e-resources. Along with the up-gradation in physical infrastructure more number of surveillance cameras have been installed in the campus. The fully equipped ICT Labs are proposed centres of the National Testing Agency to conduct online exams.

Biometric attendance system is followed by staff members. ERP software Total Campus Solution designed by Meshi Logic, Calicut, Kerala, was introduced from 2013 which facilitates automated student management, attendance, timetable, internal marks, staff profiling and performance evaluation. Parent portal, student portal, SMS alert and other relevant services are also part of the software. Financial management software from D'Katia technologies was installed in January 2018.

A mobile Application also introduced from 2018 February onwards for hassle-free attendance marking and viewing student details.

Skeleton of the Network in the campus is upgraded to optical cables using Gigabyte Smart switches since 2016. UTP 5 cables are upgraded to UTP 6 in relevant computer Labs. Software firewall versions are updated regularly. The bandwidth of internet connection is updated to 40 MBPS with fully structured

networking including optical fiber. Wi-Fi connection is available in the campus. The digital facilities promote the conduct of Faculty Development Programmes, workshops, Film screening in addition to the regular academic activities. The digital ecosystem is provided to the public and other organizations to conduct various programmes on their request. In order to promote digital literacy, college in collaboration with Central University of Kerala, Kasargode, organized programme on e-learning tools for digital natives. College ICT cell coordinate all ICT related activities under the guidance of IQAC.

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

4.3.2 Student - Computer ratio

Response: 218:29

File Description	Document
Any additional information	View Document

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

Response: 35-50 MBPS

File Description	Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 25.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
24.68	18.65	41.92	44.01	37.6

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

To ensure the optimum utilization and the proper maintenance of the infrastructure, the college has developed an established system of procedures. There is a Planning Board comprising of the Secretary of College Managing Committee, Principal, IQAC Coordinator, Head Accountant, Librarian and senior heads of departments. This committee is instrumental in facilitating the availability of adequate physical infrastructure which meets the requirement and need of the hour.

The college management has constituted an efficiently performing infrastructure maintenance committee to look after the college's facilities. One of the senior faculty members is the convenor of the committee. A retired non-teaching staff from the college is designated as a campus supervisor to look into the shortcomings, and the upcoming needs, to report to the concerned authority. The maintenance of infrastructural facilities of the college is undertaken by this committee. The campus supervisor is duly supported by the engineering and electrical supervisors. There is an infrastructure maintenance register kept in the office where the departments can record the requirements of infrastructural renovations and repairs. The campus supervisor will go through the register daily to take stock of the works to be done. He carries out the works in consultation with the convenor and the electrical or engineering supervisor depending on the nature of the work. The housekeeping staff under the campus supervisor ensures the cleanliness of the campus. The security staff plays a significant role in maintaining the facilities of the campus.

The equipment is bought with a warranty and the company is responsible for the damage during the warranty period. After the warranty period, the repair and maintenance of advanced equipment are undertaken by qualified professionals on the basis of Annual Maintenance Contract. Adequate numbers of

lab assistants are posted for the proper maintenance of the laboratories. The Heads of the concerned departments are responsible to verify the stock and maintenance register periodically. The labs are equipped with UPS and other relevant installations. Safety regulations are exhibited in the laboratories.

There is tremendous growth in the ICT infrastructure facilities of the college in the last five years. Taking this into account, there is a systematic procedure for the maintenance of IT infrastructure of the campus. The ICT monitoring cell is entrusted with the proper maintenance of ICT and related facilities. The cell has the Head of Department of Computer Science/Computer Application as the convenor and one member from each department. There is an IT technical assistant to carry out repairs and maintenance. In case of extensive renovations and new installations, the service of professionals is outsourced.

There are 174 computers for the use of students which are located in 6 labs. Anti-Virus/ Anti-Malware software is installed to protect computers from malicious acts. The ICT monitoring cell looks after the facilities like LAN, internet connectivity, WiFi, surveillance camera, biometric punching, etc. in the campus. The operations of the campus management software (TCS) and the updation of the college website also comes under purview of the ICT monitoring cell.

The DST-FIST funded research complex houses sophisticated research and laboratory instruments. Research scholars our college and from other colleges and universities use the facilities of the research complex. M Sc students from other colleges are also using the equipments in the complex for their project works. A nominal fee is levied from students outside the college, which is used for the maintenance of the facilities of the complex. Proper logbooks are kept for each instrument in the research complex.

In addition to its normal working hours, the fully automated library is opened for the students on all holidays. Walk-ins and Log in registers are kept. The stock register is verified on an annual base. KOHA software is used to ensure better access to the books. There is a network resource centre functioning in the library. Library Advisory Committee that includes representatives of teachers and students helps to direct the Library services.

The optimum utilisation of the Language lab is ensured by providing additional hours for students which enable them to fine-tune their talents in debating, public speaking, comparing and other areas of soft skills and personality development. Users logbook is kept and verified by the head of the department and Principal. Authorised engineers are outsourced for maintenance works when it is needed.

Department of Physical education takes adequate measures to maintain sports amenities. The College seeks third party involvement for the service of equipment in the multi gym when required. Logbooks are kept for the multi gym for the proper maintenance and utilisation.

College classrooms are extensively used for students under the School of Distance Education, University of Calicut. Also, classrooms are arranged at the Entrance Block for *Coaching Centre for Minority Youths*, a programme run by Govt. of Kerala. Auditorium, Conference hall, AV Hall, and Open stage, *Cheenichode* (cofriendly open stage) are extensively used for the conduct of academic and cultural programmes of the college and the public on request. Various advisory committees are also functioning in the college to monitor the maintenance of infrastructures including canteen, hostel, labs and college bus. Water purifiers, sanitary napkin vending machines and incinerators are serviced periodically.

The department of Zoology has a Botanical garden with proper labelling for all trees and plants. It is maintained by students.

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

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 the last five years

Response: 70.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
778	814	721	784	566

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

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

Response: 0.44

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

2018-19	2017-18	2016-17	2015-16	2014-15
24	2	2	0	0

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Response: A. 7 or more of the above

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

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

Response: 38.14

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

2018-19	2017-18	2016-17	2015-16	2014-15
726	351	351	388	245

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

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

Response: 27.72

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

2018-19	2017-18	2016-17	2015-16	2014-15
398	212	271	315	241

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

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

Response: Yes

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

5.2 Student Progression

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

Response: 11.52

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	29	36	42	39

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

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 32.95**5.2.2.1 Number of outgoing students progressing to higher education****Response:** 145

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**Response:** 26.31**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
27	9	4	3	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
43	31	24	13	7

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

5.3 Student Participation and Activities

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

Response: 56

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	19	14	5	9

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

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

Response:

The College Student Union (Student Council) acts as an instrumental body in both the academic and non-academic activities related to the college. The college conducts elections in the parliamentary mode as per the guidelines of the University of Calicut to form student council. UG and PG classes select two and one representatives respectively to the College Union. Girls are given fifty percentage reservations in every class. The office-bearers of the college union are selected from the elected members. The office bearers comprise of Chairperson, Vice-Chairperson, General Secretary, Joint Secretary, Magazine Editor, University Union Councilor, Fine Arts Secretary, Sports Captain and Secretaries of department associations

College holds an advisory committee and Staff Advisor gives guidelines for all the activities undertaken by the union under the guidance of Principal. The union comes into power after inauguration and swearing-in ceremony. College Union takes responsibility in organizing Sports Day, Arts Day, College Day and celebration of festivals.

Class representatives serve as the responsible force for all the matters concerned in academics and non-academics. All the cells and forums in the college ensure the representation of students. SQAC, Library

Advisory Committee, Women Development Cell, Electoral Literacy Club, NSS have student coordinators for the effective execution of college activities with the guidance of teacher coordinators. The statutory bodies like Anti-ragging cell, Anti-sexual harassment cell, Grievance redressal cell also have the representation of students to raise their issues so that it can be dealt in an effective manner. The highlight of our institution is that it doesn't have any major problems related to sexual harassment or ragging as there is a strong body of teachers with the support of student representatives to prevent these kinds of issues. The grievances of students are addressed timely.

The college has implemented government schemes like Unnat Bharat Abhiyan and Swachh Bharat. Surveys are conducted by the students from all the departments and reports are given to the government to address the problems of society. The college has adopted a village under Gramodaya project and many creative programmes are organized there by the students.

The NSS and NCC units function effectively under the leadership of the officers and student coordinators. Women Development Cell activities train girl students with life skills. The institution innovation council nurtures students with innovative ideas.

'Cheeni FM' (Campus radio) is one of the student ventures functioning successfully in the campus. WWS and SSP enlighten the strength of students by special mentoring sessions. TRANSIT and FOCUS incubation centers provide the opportunity for preparing for competitive examinations.

Students play a key role in organizing programmes under the Anti narcotic and Red ribbon Club. They engage in philanthropic activities that include visits to old age home and juvenile home for providing emotional support.

The representation of students in the clubs and forums make it transparent and creative. The College Union Chairman is a member of Internal Quality Assurance Cell. Their opinion and suggestions are well documented and considered for implementation.

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

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

Response: 58.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
70	64	59	52	46

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

5.4 Alumni Engagement

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

Response:

‘MES KEVEEYAM COLLEGE ALUMNI ASSOCIATION VALANCHERY’ is the alma mater of the college. It is a registered body with the registration number MPM/CA/554/2018 under societies registration act XXI of 1860. Every outgoing student is enrolled to this association. They Alumni association actively engages itself in the developmental activities of the college. The objectives are

- To foster and perpetuate friendship and co-operation among the Alumni through central, regional and departmental Alumni Association, small and informal group meetings of the alumni.
- To promote the interest of MES Keveeyam College, Valanchery by fostering and keeping alive a spirit of loyalty to the college and continuing concern for its welfare, like raising funds and communicating and participating with the authorities of the college on matters of mutual interests.
- To act in accordance with the rules contained in the societies registration act XXI 1860.

Our alumni are a strong force for all aspects of the college. Many of them are holding reputed status in and outside the country. They make financial and non financial contributions.

Non-Financial Contributions

They serve as resource persons for seminars and career guidance classes and provide opportunities for young generation in the campus to get placed .They give feedback on curriculum and facilities available on the campus. They serve as volunteers in various social service activities organized by the college.

Financial Contributions

- 1986-88 batch has constructed a house for one of their batchmates
- An van was donated to Shihab Thangal Dialysis centre by 1981-83,1982-84 pre degree batch.
- As helping hand for student welfare scheme and to enrich in their studies, they have given financial

support in the form of scholarships.

- Alumni has significantly contributed to the infrastructural facilities, providing air conditioner to AV hall during 2014-2015
- They contribute to the palliative and philanthropic activities of the college.

Alumnae Meetings:

Alumni meetings are organized regularly by all the departments. During the Departmental Alumni meets, the scholarships to meritorious students are given by Alumni. The annual Alumni meets are conducted on the second Saturday of December every year.

- **EUPHORIA 2018:** Grand Alumni meet was organized on 8th December 2018. Alumnae from all batches participated in the great venture. Various programmes were organized for fine conduct of the event. Elocution, quiz and painting were organized for school students. A friendly football match were organized for alumni members. Cultural programmes were also a part of the event.

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

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

Response: ? 5 Lakhs

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

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

Response: 21

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	4	3	3

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

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The Muslim Educational Society (MES) had its inception in 1964 under the guardianship of the visionary, Dr. P. K. Abdul Gafoor. Today it is one of the largest educational agency with a network of schools, colleges, hospitals, orphanages and other institutions all over the state of Kerala. MES Keveeyam college was established in 1981 as an attempt to socially elevate and educationally empower the rural population of Valanchery.

Vision

Be a leading centre of higher learning nurturing all-round academic excellence along with core human values: a vibrant institution that enlightens the youth just as it enriches and empowers them and remains a resource centre for the larger community.

Mission

- To fulfill meaningfully the higher educational aspirations of the young men and women of the socially and economically backward area by equipping them with the enabling knowledge and skills for achieving upward mobility.
- To make every effort, as a young institution for horizontal and vertical growth with more custom made courses in diverse disciplines at UG and PG levels with state of the art facilities for teaching and learning.
- To strive continuously, to maintain and improve quality standards in all curricular and co-curricular activities creating a benchmark for excellence.
- To offer students a wholesome campus experience where they will learn along with the boundless pleasures of pursuing knowledge, the principles and practices of a harmonious vision of life to emerge as fine human beings and worthy citizens of a dynamic, pluralistic, egalitarian world.

The core values of the institution are secularism, equity, social commitment, quality, professional ethics and humanism.

The college governance is guided by Muslim Educational Society. The governing body constituted by MES is the top decision-making body of the college. The Principal acts as intermediate between the management and various stakeholders. College Council is the top decision-making body within the institution. The leadership of the college aims to endorse and uphold the vision, mission and core values of the society.

The Principal is supported by the Managing Committee, internal academic bodies and administrative committees. Strategic plans were executed as joint decisions of IQAC, Planning board and other

stakeholders. HODs are responsible for academic governance and decision making within the department according to the policies of IQAC and Managing Committee. Staff meetings are conducted regularly to assess academic progress. Association activities, curricular and extra-curricular activities are organized. The academic monitoring cell, research promotion council, UGC cell, examination cell, various statutory cells like SC/ST cell, Anti-ragging cell, Grievance Redressal Cell and Minority cell effectively enacts their role.

The faculty members of the college have the opportunity to design teaching-learning practices according to the need. The college conducts internal assessment within the University framework. Ensure and promote students to participate in various co-curricular and extra-curricular activities. College promotes inquisitive and research-based learning, making every member to have his/her part in the accomplishment of the Vision and Mission envisaged for the college.

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

6.1.2 The institution practices decentralization and participative management

Response:

The governance of the college is decentralized and there is a system of participative management. The governing body, constituted by the Muslim Educational Society, leads the college as per the rules and regulations of UGC, Government of Kerala and University of Calicut. The management frames policies and strategies for the development of the institution in due consultation with all the stakeholders. The Principal is authorized to take decisions on the day-to-day administrative and academic affairs of the institution. He is very well supported by the college council and IQAC in decision making. The decisions taken in the college council are implemented at the department level through the respective heads. Heads of the Departments share the responsibility with other faculty of the department. The class tutors deal with matters related to students in their respective classes. The tutor is well supported by the class coordinator. Students individually or in groups through their class representatives express their needs and suggestions to their class tutor, who in turn put those suggestions in the Department Council if those suggestions are worthy of attention.

Heads of the Departments present the suggestions from each department during the staff council meetings, the council after discussion give the recommendation to governing body for implementation. The governing body makes a thorough study of it, if found as a matter demanding attention, decide to approve it and entrust its implementation to Principal through suitable wings of administrative section.

The construction of the Open Auditorium and Garden Benches can be cited as a case study for participative management.

The students through their representatives gave their suggestions for an open auditorium and garden benches in the campus. With the introduction of the new courses the student intake has rapidly increased

in college. It is very difficult to include all the students in the indoor auditorium for a college-level student gathering. So an outdoor auditorium was felt as a necessity. Since the college had an open stage at that time, its roofing and tiling were planned. Some garden benches were also a part of the plan. The demand from the student representatives was thoroughly studied by the Principal. He placed it before the staff council, which recommended it to the governing body for implementation. The governing body approved the recommendation and decided to implement it. This plan was successfully materialized. Roofing of the already existing open stage was done, turning it to an open auditorium with ample space and facilities. Programmes are conducted there every now and then. It proved to be a proper centre for gathering whether it was an academic seminar or a cultural or arts fest. Some of the garden benches were constructed using the fund from the PTA and alumni; some of the benches were donated by the college union. The benches set on the campus were frequently used for their studies and discussions. They also function as gallery benches during athletic practices and matches.

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

6.2 Strategy Development and Deployment

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

Response:

The NAAC peer team gave certain recommendations for the quality enhancement of the college during their visit in 2015. The IQAC drafted a strategic plan document, Vision 2020 for the institution. It was a continuous process, analysing the current environment, expected future scenarios and envisages the direction towards which the institution should move to achieve its set goals and objectives. The draft document of the plan was placed in the governing body and after its detailed review through discussions with all the stakeholders, the strategic development plan was approved. This comprehensive plan formed the guiding plan for the years 2015-20.

Institution strategic goals were categorized into ten specific aims, viz., Infrastructure augmentation, Faculty empowerment, Student support, Digital campus, Research and consultancy, Women empowerment, Skill development, Community outreach, Green initiatives, Quality and value-based education. The aim was that **Vision 2020** will streamline the process and progress of the institution, and it will ensure that the college becomes a torchbearer among higher education institutions at the National level by 2020.

One of the main objectives in Vision 2020 was to equip our faculty with updated knowledge and skills so that they can successfully transact the content included in the curriculum, especially in the new era of digital learners. With this objective in mind, the IQAC regularly organized faculty development programmes. The college collaborated with UGC HRDC of Aligarh Muslim University for conducting training programmes. They have conducted academic leadership training programmes under the CALEM project of MHRD. Five training programmes were conducted so far and many of our faculty members were

benefited out of this. In addition to this, the IQAC of the college organized faculty development programmes in the form of workshops and seminars. Workshops on **Pedagogical Approaches and Digital Technologies for Effective Teaching-Learning, Communicative Skills, Effective Classroom Management and Digital Learning, E-Learning Tools for Digital Natives**, were some of the major faculty development programmes organized by IQAC aiming at the promotion of technology-enabled teaching. Along with the training programmes, attempts were continuously made to make the teachers adapted to technology-enabled teaching methods by updating the ICT infrastructure. LCD projectors and WiFi connectivity were installed in all the classrooms. E-Learning Centre was set up using the DST-FIST funding. Recently E-Content Development Centre was launched with a studio facility for recording the lessons and hence to host it on the college website. Teachers use Google Classrooms, Blogs, Class Dojo etc. Students and staff are enrolled in online courses through NPTEL local chapter of our college. INFLIBNET facility available in the library gives access to a huge repository of journals and e-books which assist the teaching-learning process.

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

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

Response:

The organizational system of MES Keveeyam College can be explained as follows:

Management Committee

MES Keveeyam College is a Govt. Aided institution affiliated to the University of Calicut run by the MES, the pioneer agency in education and emancipation of minority. Top policy and administration decisions are taken by the duly constituted governing body based on the widely accepted and time tested principles of MES.

Principal

The Principal of the college is the leader of the administrative and academic governance of the college. He effectively supervises and manages the administration of the college and co-ordinate the teaching-learning process of the different departments of study.

College Council

College Council is constituted for every academic year as per the norms of Govt. and University. It is

headed by the Principal. All the HODs, IQAC Coordinator, two elected members, Head accountant, and Librarian constitute the College Council. They effectively assist the academic and administrative realms and coordinate and guide co-curricular and extra-curricular activities in the college. They are in constant touch with college union so ensure student-management cooperation

IQAC

The IQAC is constituted with the aim to monitor and assure the quality parameters given by the university and National Assessment and Accreditation Council. It is under the chairmanship of the Principal and he is assisted by the Coordinator. IQAC comprises of members from faculty, industry, society, and academia outside the campus. Representatives of alumni, parents and students are also members of IQAC.

Heads of the Departments

HODs are directly in charge of all day to day activities of the concerned departments. They make sure the classes are conducted properly as per the academic plan and monitor students' attendance and internal assessments. Interactions with parents during class PTA meetings are organised and managed by HOD, assisted by class tutors. Department wise co-curricular activities are conducted under their leadership.

In addition to this governance hierarchy, there are a number of academic and administrative bodies in the college. **College Development Council (Planning Board), Academic Monitoring Cell, Admission Committee, UGC Cell, Research Promotion Council, Library Advisory Committee, University Examination Cell, DST-FIST Implementation Cell, ICT Monitoring Cell, College Purchase Committee,** etc are there to assist the administration and governance of the College.

The regular teaching and non-teaching staff are bound to the salary and service rules of UGC and Govt. of Kerala. For the adhoc staff the management has formulated the guidelines. The recruitment of regular teaching and non-teaching staff is as per the existing norms of UGC and Govt. of Kerala. The recruitment procedure is purely based on merit and is completely transparent. Adhoc teachers are also appointed based on their academic qualifications and performance in interview.

The promotion of regular teaching and non-teaching staff is as per the rules and regulations of UGC and Govt. of Kerala. There is an internal grievance redressal mechanism in place for the staff.

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

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**

5.Examination

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

Response:

The institution has a well-established organizational structure. The College Council is constituted as per the University Statute to formulate plans for executing the decisions taken by the top management. The Principal as the head of the institution plays a very important role in coordinating between various bodies and authorities. There is also College Development Council and Academic Monitoring Cell to monitor and coordinate different activities. IQAC looks after the qualitative aspects of the college. From the students' perspective there is a Students' Union which also contributes in decision-making process. Parents are also included in the organizational set-up through PTA which is headed by the Principal.

There are various other cells and forums functioning in the campus for the whole round development of the student community. These cells and forums meet regularly and give suitable suggestions about their span of activity. Proper minutes are maintained for the meetings of these bodies and follow up actions are taken to ensure that the resolutions are implemented. We can cite the introduction of **Nirbhaya: Self Defense Training Programme as a case study for the effective functioning of the cells in the college.**

In a country like India where the cases of gender violence are on the rise, self-defense for women has become a necessity more than ever. In view of this, women empowerment cell of MES Keveeyam College, Valanchery organized many programmes for improving the safety and security of women under the banner of 'Nirbhaya Self-Defense Training Programme'.

In association with Government of Kerala-Nirbhaya project, the women empowerment cell organized two days self-defense training programme for female students on 1st August 2017. The programme was launched by Mr. Basheer Chirakkal, Inspector, Valanchery. Instructors from Kerala Police trained the students through demo and practice. This event has empowered the girl students and taught them fight against violence. There was regular sessions by the trainers of the Police Department to the students of the college. The programme continued in the next two years also.

Women cell also conducted 'Taekwondo' classes for female students of the college as part of the programme. Many of them benefitted from these classes. In March 2016, the self-defense program was given to Kudumbhasree workers (Local self-help group of women in Kerala) in our locality. The programme aimed to help women to learn several techniques to defend themselves in adverse conditions

and to gain confidence.

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

6.3 Faculty Empowerment Strategies

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

Response:

The institution provides maximum welfare measures for the upliftment of its staff members. The institution is always keen in providing a very cordial and happy environment to all of its staff members. They are honoured for their achievements and mementos are presented as a token of appreciation. The Principal gives away the award for the best performing teaching staff selected by the IQAC.

All the **welfare schemes of the government** like Pension, Gratuity, PF, Group Accident Insurance, maternity and paternity leaves, etc. are available to all the regular teaching and non-teaching staff. The institution also provides **duty leave** to teaching staff for attending various Training Programmes/ Orientation/Refresher/Workshops /Seminars. 15 casual leaves are available to teaching staff and 20 casual leaves for non-teaching staff annually. We have a cooperative credit society that provides loans with a very nominal interest.

The management provides various welfare schemes to adhoc teaching and non-teaching staff. The leave benefits are enjoyed by the adhoc staff. There is also a **Group Insurance scheme** for all of them. On the basis of their performances, that are calculated every year, the faculty members are given incentives by the management. Ph D holders are given additional increments in the salary. Dr. N K Muhammed chair give research grant for doing minor research projects and give travel grant for paper presentations in international conferences.

The benefits commonly enjoyed by regular and adhoc staff of the college are

- Salary advance
- Faculty development programmes
- Workshops for administrative staff
- Daycare where the kids of the staff have cared
- The cooperative store which provides stationery items at a subsidized rate
- Separate parking space for staff
- Hostel facility for male and female staff
- The canteen where food is provided at a subsidized rate

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

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

Response: 1.21

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

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

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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

Response: 8.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
14	10	6	6	6

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

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

Response: 69.46

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

2018-19	2017-18	2016-17	2015-16	2014-15
54	47	46	38	11

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

The college has a proper mechanism to evaluate the performance of both the teaching and non-teaching staff. This is practiced every year to enhance the quality of the staff members.

1. Student evaluation of teachers: In order to evaluate the quality of the teaching staff, the students are asked to mark the assessment of a teacher using software implemented by the IQAC. The Principal analyses the assessment report and hands over to the concerned teacher. Then the feedback is discussed in detail with the concerned teachers by the Principal and proper solution is made in this regard.

2. Self-Appraisal of Teachers: Every teacher has to furnish the self-appraisal form (Academic Performance Indicator) which provides annual performance of teachers which include curricular, co-curricular, as well as research activities that they have conducted every year. The self-appraisal form is then reviewed by the Principal and IQAC. The self-appraisal form of regular teachers is the basic requirement for their career advancement as per the guidelines of UGC. The self-appraisal form is collected from adhoc faculty members also by IQAC. Their performance is evaluated and incentives are given based on it.
3. Self-Appraisal of non-teaching staff: IQAC collects self-appraisal form from non-teaching staff to assess their performance.
4. Monthly and Annual reports: The monthly and annual reports prepared by the Heads of the Departments contains all the activities organized in the department including invited lectures, seminars, as well as the major achievements of the students and the faculty members. This is regularly reviewed by the Principal. The result analysis of each student is conducted semester wise and year wise every year and this is also included in the department annual report.
5. Academic Monitoring Cell: The completion of the syllabus by the teachers is ensured by the Principal through the academic monitoring cell
6. Review by IQAC core committee: During the annual internal academic auditing, the core committee of IQAC review the profile of teachers and put forward suggestions for improvement in the performance.
7. Management review: The governing body has a subcommittee for academic affairs, which review the academic activities in the campus.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Institution has a transparent and well planned financial management system in which Government and Management are the main sources of funds. There exists a mechanism of external and internal audits for financial statements of the institution. Financial audits of grants and funds sanctioned by Government/UGC are done at three levels. They are as follows:-

Chartered Accountant-After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC are initially submitted to **Chartered Accountant**

The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.

Directorate of Collegiate Education

At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the

financial documents related to the public funds utilized by the college. After hearing the clarifications and corrections, the final accounts are settled.

Accountant General, Kerala

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

Financial Audits of grants and funds sanctioned by Management: The institution has a strong financial advisory board for Management Funds and all the accounts sanctioned is audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the Secretary of the College Management Committee. The internal audit of Management accounts is done by the Treasurer, MES Central Committee, Calicut periodically. They verify all financial transactions and submit a detailed report of observations based on the observations given by internal auditor. The financial advisor of the college modifies the statements of accounts. The Management has appointed M. A. Moideen and Associates as the external auditor. At the end of every financial year, they prepare annual financial statements and audit reports.

Audit System:

Grants and Funds from Govt/UGC		Management Funds		
Internal Audit	External Audit	Internal Audit	External Audit	
Head Accountant verifies daily account and it is counterchecked by Principal	<ul style="list-style-type: none"> Chartered Accountant Deputy Director of Collegiate Education Director of Collegiate Education Accountant General, Kerala 	<ul style="list-style-type: none"> The Secretary, College Management Committee verifies the daily transactions Auditing from MES Central Committee 	M.A Moideen & Associates	

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

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

Response: 268.61

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

2018-19	2017-18	2016-17	2015-16	2014-15
112.55	79.04	20.53	29.34	27.15

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

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

Response:

Resource Mobilization Policy of the College

The mechanism for mobilisation of resource ensures transparency and accountability. Being a government-aided college; the major source of funding for running the institution comes from state government and college management. All possible efforts are done to generate funds for infrastructure development and research from various state and central governmental agencies. Attempts are made to generate funds from different non-governmental organizations and philanthropists.

The Governing body coordinates the effective utilisation of the funds for the development of the college. The Institution is a centrally managed non-profit organisation with honorary governing body members which ensures the income generated is spent optimally in the institution itself

- A financial advisory body is in place to monitor the utilization of management funds.
- The government funds are taken care of by the Planning board, UGC Cell, DST-FIST cell and RUSA cell of the college
- Tuition fee and Corporate grant are used for the infrastructure development and academic activities
- Government funds are optimally used for which it is sanctioned
- Transparency and accountability is ensured by conducting annual financial audits

Audit

Proper accounting and utilization are ensured through financial auditing at the end of each financial year. The institution maintains an internal-external audit system for effective and efficient utilization of available financial resources.

Major sources of income for the college are from the following streams

1. Grant in aid from Government of Kerala
2. Funds from RUSA for infrastructure development
3. Fund from DST for development of research infrastructure
4. UGC is a major source of funding for developmental activities, renovations, academic resources

such as books and journals, infrastructure such as laboratory equipment, computers and sports facilities. According to notifications of UGC, the College Planning Board designs various projects, proposes budgets and submits to the UGC. For research purposes, teachers receive Major and Minor Research Project Grants and Travel Grants from UGC. They also provide fund for BVoc programmes. UGC Seminar Grant is promptly availed to organise academic programmes such as workshops and seminars

5. Fund from Higher Education Department of Kerala to run academic programmes such as ASAP (Additional Skill Acquisition Programme), WWS (Walk with Scholar), and SSP (Student Support Programme).
6. Research funding from Kerala State Council for Science, Technology and Environment
7. Central/State Government funding for NSS and NCC.
8. Scholarship for Students is availed from both state and central government
9. Fees collected from self-financing programmes
10. Hostel fees
11. Funds from non-governmental bodies like PTA, Alumni and philanthropists
12. Fund from Aligarh Muslim University for organising faculty development programme
13. Rent from external bodies for conducting various examinations like that of School of Distance Education.

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

6.5 Internal Quality Assurance System

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

Response:

The IQAC has a vital role in the quality enhancement initiatives in the college. Each year IQAC prepares an action plan for the college. Periodical reviews, audit and feedback system of the IQAC helps to achieve the preplanned objectives. Academic and co-curricular activities, infrastructural development, etc. are constantly monitored and proper guidelines are given to all the stakeholders of the college

1. Title of the practice : Training for Competitive Exams

FOCUS and **TRANSIT** are two initiatives of IQAC to equip the students to progress to higher education and jobs

FOCUS (Fostering competence among undergraduate students): It is a programme launched with the financial support of the management in January 2018. It envisages college library to function as an incubation centre in order to prepare the undergraduate students to clear competitive exams. Students who have registered for this programme form self-study groups to prepare for the examinations. As per the

recommendation of IQAC now the library opens and functions on all the days of the week including holidays to fulfill the proposed objective.

TRANSIT (Incubation Centre for Post Graduate Students for Competitive Examinations): It is conducted with the objective of orienting and training PG students for competitive exams. It is an incubation centre for the present and passed out postgraduate students. It was launched on 02-12-2017. The sole mission is to ignite competitive skills among students to flourish in placement and campus recruitments. It aims to establish eligibility of candidate for Junior Research Fellowship, lectureship, state eligibility test and to promote minimum standard in research and competitive exams. Students are admitted to the scheme by undergoing registration norms and special admit cards are provided for entry to the incubation centre without any fee.

Title of the practice: Research Promotion Initiatives

The college encourages the faculty members and students to write research proposal, research papers and such faculty members are rewarded for their efforts. The research promotion council is entrusted with the activities to implement plagiarism policy in the college. As a result of this an Ethics committee is formed to provide advice and guidance in all matters pertaining to academic research. All the PG and PhD thesis has to be screened for plagiarism software. Seminars and workshops on IPR and research methodology are conducted by the research promotion council for the promotion of advancing ideas in major fields of study. The research complex was set up by utilizing funds from DST-FIST. The Research facilitation centre provides an opportunity for research scholars from outside the college to use the advanced research instruments at a nominal fee. In addition to this the management committee provides **financial support to faculty** in the form of **travel grant** for paper presentations in international conferences. **Dr. N.K. Mohammed Research Grant** will be awarded for one faculty member in a year as an initiative to promote research culture.

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

CONTINUOUS FEEDBACK SYSTEM

In order to review the teaching-learning process, learning outcomes, the IQAC has introduced a continuous and effective feedback system in the college. The Cell is collecting feedback from different stakeholders of the college.

Students' feedback

Feedbacks from the students are collected online through the software TCS (Total Campus Solution). At the end of every year, students are requested to give their opinion on the teaching-learning process and facilities available in the college. Students evaluate the performance of the teachers as well. IQAC analyses the data and performance analysis reports are given to each teacher. IQAC gives proper guidance and suggestions for improvement to those teachers who obtain poor scores in the students' feedback. IQAC has placed a suggestion box at the college to receive feedback, suggestions and grievances from its stakeholders, especially from students. Comments on college facilities and amenities help the college authorities to ensure better and updated services to our student community. Feedback on curriculum obtained from students is analyzed and suggestions are placed before the concerned boards of University for modification.

Teachers' feedback

There is a proper system to collect feedback from teachers as well. This helps the IQAC in preparing plans and setting new goals for the next academic year. Apart from the feedback form, the IQAC receive opinion from teachers while holding meetings.

Parents' feedback

While holding PTA meetings, the cell collects feedback from parents by issuing a questionnaire. Cell analyses the collected data and evaluates to gather valuable guidelines from parents of our students. Implementation of incubation center for PG students to clear NET was one of the ideas the cell received from a parent in a PTA meeting.

Alumni Feedback

IQAC gives emphasis on collecting feedback from alumni members. The cell prepares and distributes feedback form to alumni members while conducting alumni meeting and annual gathering of alumni members.

ACADEMIC AUDIT

Continuous monitoring and evaluation is the key success mantra of IQAC. IQAC ensures the goals and plans by academic audit implemented in the college. IQAC conducts and yearly audit of all documents of teaching departments, clubs, forums and all the cells. This periodic checking helps to correct the drawbacks of files and documents. The Cell gives audit reports with proper recommendations to the concerned department in time. In the next visit, the cell checks the previous academic audit report and ensure that all the points are cleared. The Cell gives recognition certificates to departments who get better point in the academic audit. This creates a healthy competition among the departments to work better. In addition to this, external academic audit is also conducted.

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

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 62.2**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
76	89	41	46	59

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

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)**Response:**

Post accreditation period has witnessed substantial improvement in the quality of academic and administrative domains of the institution. IQAC has played a significant role in the quality initiatives of the college.

Curricular Aspects:

- 8 new programmes (UG, PG and PhD) were introduced
- B Voc Programmes started
- Introduction of Certificate Courses
- More number of participation of faculty in academic bodies of University
- Local chapter of NPTEL
- Enrolment of students in certificate courses
- Programmes addressing issues like gender, human values, environmental sustainability, etc

Teaching Learning and Evaluation:

- Enrolment of students from foreign countries
- Programmes like WWS, SSP, ASAP, FOCUS, TRANSIT, Lingua Competencia, Student Techie, etc. to cater student diversity
- Student-centric teaching methods
- Improvement in the number of teachers using ICT facilities
- Mentor-mentee system
- More number of faculty with PhD
- Analysis of learning outcome

Research, Extension and Innovations

- Setting up of Research Complex with advanced research instruments utilizing funds from DST-FIST
- Increase in the number of publications of faculty members
- Currently five research guides
- Recognition of Department of Commerce as Research centre
- Seminars and workshops under IPR cell
- Promotion of Innovation ecosystem through the MHRD Innovation Council, Young Innovators Programme (YIP)
- Linkages with more than 90 academic institutions
- MoU with industry
- Village adoption programme Gramodaya
- Partner institution of MHRD's Unnat Bharat Abhiyan and adoption of five villages

Infrastructure and Learning Resources

- Expansion of built-in area by constructing fourth floor in the main block
- Lab and Research Block, E-content development centre, Commerce block
- Renovation of existing offices for Principal and administrative staff
- New Laboratories for Optometry, Zoology, Physics
- New ICT lab for a vocational programme
- Renovation of Language Lab

- All the classrooms with ICT enabled facilities
- Open-air auditorium
- Renovation of Library with increased number of books and new facilities
- Remote access to e-resource of library
- Significant improvement in IT infrastructure
- 174 computer for the use of students located in five labs

Student Support and Progression

- Scholarships and free ships given by management
- Conveyance allowance for differently-abled students
- Group Insurance Scheme for students
- More number of capacity enhancement schemes
- Vocational Educational Programmes
- Timely redressal of complaints
- More number of placement drives
- Medals in National sports events
- Improvement in Alumni contribution

Governance and Leadership

- Strategic development plan Vision 2020
- Implementation of e-governance in more areas
- Ensuring effectiveness of different cells and forums
- Participative management system
- IQAC strengthened
- Formation of academic chairs
- Faculty development programme in collaboration with Aligarh Muslim University under CALEM scheme of MHRD
- Faculty development programmes organized by IQAC
- Dr NK Muhammed Research Grant
- Travel grant for paper presentations
- Group insurance scheme for adhoc staff
- Internal and external academic audit
- Publication of annual news letter

Institutional Values and Best Practices

- Programmes on gender equity and sensitivity
- More power requirements met through alternative energy sources
- Proper waste management strategy
- Green practices
- Helen's house-Facilitation Centre for differently-abled
- More community engagement programmes
- Celebration of days of National important
- Programme for the promotion of universal values
- Research facilitation centre and solae to destitute as two best practices

File Description	Document
Any additional information	View Document

NAAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 56

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

2018-19	2017-18	2016-17	2015-16	2014-15
19	10	11	8	8

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

7.1.2

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

1. Safety and Security
2. Counselling
3. Common Room

Response:

Gender sensitivity and security of students is a matter of great concern for the college as more than 70 per cent of its student community is female. Fifty per cent seats are reserved for females in college students union election. The college witnessed active participation of female students in the academic, extracurricular and extension activities conducted in and out of the campus.

Programmes on gender sensitization and women empowerment are conducted at the department as well as college level, which is spearheaded by SAKTHI- Women Empowerment Cell. The vision of WEC is to empower and equip the girl students through education, awareness and skill development to face the challenges of the new milieu. It organizes invited talks, awareness programmes on health, legal issues, family etc. Counseling and yoga sessions are also organized. Under *Nirbhaya* programme, self-defence training is given to female students in association with Kerala Police. The College gives importance to maintaining gender consciousness among its student community. Programmes such as *Chilanka* (District level gathering of transgender people) and interactive talk with transgenders were organised as part of

sensitizing the college community of the third gender.

Anti sexual harassment cell functions in the college as a statutory body which hears grievances related to sexual harassment.

Considering the security of students as of utmost importance, surveillance cameras have been placed across the college campus, including entrance and department corridors. Committed security guards have been placed at the entrance to make sure that the entrance of persons into the campus is monitored. Complaints and suggestion box gives the students a safe space to report any kind of issues they face in the campus.

Department of Physical Education encourages both male and female students to be part of sports events as well as promotes fitness among the student community. Female students who are athletic or inclined towards sports are nurtured and the results of which have won many accolades for the college over the years. The college encourages the use of its fitness centre by the female students to improve their physical health.

The college provides accommodation facilities to women staff and students in its own hostel with a safe and homely atmosphere. Security is of paramount concern here as well, hence surveillance camera, as well as service of security guards, is provided 24/7. Warden from among the faculty can be approached by students regarding any concerns.

Daycare centre functions in the college where a secure environment is ensured for the children of staff and students during working hours.

Considering the different kinds of stresses faced by the students counselling cell of the college provides group and personal counseling through a professional counsellor. Students are allotted mentors from the college faculty with whom they can share any academic and personal issues that they face. Helen's House, a shelter program for the differently-abled students also gives counseling sessions in collaboration with the Psychology department of the college. At the beginning of each academic year, parental counselling is arranged. Pre-marital counselling is also arranged for students in collaboration with the Department of Minority Welfare.

The college provides separate spaces, namely 'Boys' Centre' and 'Girls' Centre' for male and female students for them to relax and socialise among themselves. Both are attached with washrooms. The 'Girls' Centre' is equipped with sanitary pad vending machines and efficient sanitary pad disposal system as well as a sick room. Separate prayer hall is made available to the female students as well.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 17.27

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

Response: 8640

7.1.3.2 Total annual power requirement (in KWH)

Response: 50033

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 52.59

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

Response: 10699.2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 20345.4

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

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The college strives to maintain a green and clean campus with sustainable practices and has been very particular about waste management and preservation of resources. The college has adopted various strategies to dispose of different kinds of waste in the most sustainable manner. In addition to this, *Bhoomitra Sena* club functions along with Nature Club, NCC, and NSS to give emphasis on reducing the

generation of waste material and its proper disposal in the campus. The generated waste is separated into solid, liquid and e-waste and they are effectively disposed of by the college to make the campus clean and healthy.

Solid Waste

As part of the Green Initiative, the college always tries to reduce waste through reuse and recycling which ensures the cleanliness and eco-balance in the campus. A **‘green audit’** was conducted by the college in 2018-19 which provided a detailed report of the waste generated, methods of management and suggestions for improvement. It was framed based on the principles of scientific waste management, namely the ‘3 R’s: Reduce, Reuse, and Recycle’ which were adopted to enhance the current green efforts to maintain cleanliness and eco-balance. Emphasis on paperless office and consistent efforts to reduce the use of plastic carry bags on campus preserve the campus as ‘plastic-free zone’. As part of its eco-friendly practices, the college discourages the use of plastic and flexes boards in various programs. Cups, plates, straws, and cutlery made of plastic are banned as well. Bhoomitra Sena has provided the college with 100 steel glass to permanently replace the use of paper cups during events, meetings etc.

The major solid waste materials generated in the college include food, plastic, and paper waste. The food and plastic wastes from the campus are collected by placing waste bins at various locations on the campus. Separate bins for nonbiodegradable and biodegradable waste are kept at each classroom in the campus. College canteen and the hostel are equipped with biogas plants and the collected food waste is deposited in the biogas plants. The gas produced from the biogas plants is used for cooking purposes. A part of the biodegradable type of solid waste is used for bio-composting and the compost is utilized for vegetable cultivation and gardening in the campus. An incinerator is installed in the campus for the effective disposal of solid wastes. The office is partially paperless, and communication among faculty and office via electronic means is encouraged. The public announcement system is used to pass on information to students and faculty, and brochures of programmes are shared online.

The Department of Chemistry has undertaken a research project on ***Chemically and Thermally Modified Chicken Feathers as Reinforcements for Rubber-based Biocomposites*** funded by KSCSTE (Kerala State Council for Science, Technology and Environment). The investigation resulted in the development of technology for utilization of chicken feather waste by converting it into value-added products with natural rubber. The findings were published in international peer-reviewed journals and presented in international conferences, and received wide publicity through media.

Liquid waste

A proper and well-organized drainage system is functioning in the campus for the management of liquid wastes. The major liquid waste includes effluents from toilets and the laboratories, bathrooms in the hostels, college buildings and canteen. There is a proper system for segregated collection of black water from toilets of hostels and college buildings and greywater generated from bathrooms, kitchens of hostels and canteen. Blackwater from toilets of boys hostel and girls hostel is being collected, treated and disposed

of utilizing proper septic tank and soak pit system constructed in the hostel premises. Black water from toilets of all college buildings are also collected, treated and disposed of utilizing onsite septic tank and soak pit system constructed in the campus. There are 2 major septic tanks and soak pits units functioning in the compound for this purpose. As per the Indian Standards (BIS code IS 2470 Of 1981), septic tank and soak pit system is permissible for hostels and institutions having a unit size of less than 300 students. Here there are 10 septic tank soak pit systems are provided in the Campus for treatment and disposal of Blackwater in a decentralized manner. The departments using chemicals ensure that they are treated and made harmless before disposing of them. Laboratory liquid chemical waste is collected and safely disposed of after proper neutralization. Hence the facilities provided in the campus for treatment and disposal of black water is sufficient and statutorily admissible.

Good laboratory practices are followed in department laboratories and instruction boards have been placed in laboratories detailing instructions about handling and disposing chemicals and other waste generated. Regular maintenance of supply and drainage systems keep them functioning efficiently.

E- Waste

Electronic goods are used at their optimum level by proper up-gradation and maintenance which is done by the suppliers themselves. E-waste generation is minimized by purchasing and installing quality equipment which is durable. The college sees to it that only required quantity e-materials are purchased in order to keep e-waste in check. The hardware of computers is regularly repaired and utilized. Some of the used equipment is exchanged with the vendor and a buyback system is implemented for the purchases made, where a price is fixed for the damaged equipment and is sold back to the dealer of the new equipment.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College campus is situated in a land of low altitude terrain with water bodies nearby and hence the availability of water throughout the year has never been an issue for the college. There is no need for bringing drinking water from sources outside the college. Still, the college has taken measures for water conservation, taking into account the fluctuations in the seasonal rainfall. The minimum surface area has been tarred or interlocked in the college campus in order to facilitate maximum percolation of water into the soil. As an initiative to address the water scarcity that may arise in the future the college has built a **rainwater harvesting system** in the campus. The college has adopted multiple approaches for harvesting the rainwater and to recharge the groundwater. In this system, recharge pits are dug near well which allows the rainwater to replenish the groundwater by recharging the underground aquifers. For this purpose college set up pipelines for collecting and carrying water.

The approach adopted in the campus for rainwater harvesting activities is the site-specific multi-prong type suitable for the whole area, including the surroundings. The activity undertaken within the campus by forming a series terrace bunds is the natural way of rainwater harvesting. Under this activity, the whole land has been divided into different rainwater harvesting zones by making terrace bunds. Due to terrace bunds, the flow of rainwater over the land can be retarded and allowing the rainwater to penetrate into the subsurface part of the soil for recharging the groundwater. During heavy rains, a part of overflow water from the land is being diverted to the nearby stormwater drain to convey it to the nearby low-lying area consisting of old paddy fields. The pre-existing canal near the campus currently manages the runoff water during the rainy season. All these help to maintain the water table in the area and replenish water in nearby wells.

In addition to the above, the college had also initiated action for providing extended service to the society through its Nature Club and NSS Units in rainwater harvesting activities in the surrounding areas. As part of this activity, they are involved in providing support for rainwater harvesting activities in schools situated around the college with the aim to create the culture of social service among students and to create awareness about natural ways of harvesting rainwater.

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

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college has adopted a number of green practices to promote sustainable ways of living as well as to ensure a green and clean campus. It has especially focused on areas of resource conservation and waste management.

Public transport

A large majority of students and staff use public transport to commute. A bus bay is located next to the college entrance. College is also at a minimal distance from Valanchery town bus station and Kuttippuram railway station. The staff has adopted a carpooling system, thereby reducing the carbon footprint. The college bus is utilized for field trips and extension programmes.

Pedestrian-friendly roads

The college has strived to maintain pedestrian-friendly roads in the campus. Private vehicles are not allowed inside the gates of the institution and it is strictly ensured by security. Separate parking facility has been made available for staff, students and the public.

Plastic-free campus

The college has made it a mission to make campus as plastic-free as possible. College community and outsiders are exhorted to be cognizant of the use of plastic. The campus canteen prepares and serves food in steel and glassware. Cloth banners are used for event publicity in place of flex boards. Bhoomitra Sena has provided a hundred steel glasses for the use of staff and students of the college so as to replace paper and plastic cups completely. Biodegradable and non-biodegradable wastes are segregated and processed appropriately with separate waste bins placed across the campus.

Paperless office

Student and faculty related records and reports are prepared and transferred through the application software 'Total Campus Solutions' (TCS). The salary and payroll related matters of employees are processed through the software 'SPARK' and 'MES- d-katia'. Communication among faculty and office is through electronic means. General announcements are made through the public addressing systems. Brochures of programmes are shared online, thereby significantly reducing the use of paper

Green landscaping with trees and plants

The college's environmental policy is framed after Green Protocol of the Department of Higher Education, Government of Kerala. The college maintains a green campus by reserving and maintaining vegetation in the campus as well as planting trees on various occasions such as observance of World Environment Day, valedictory functions of seminars, etc. Students have also come up with creative ways of spreading the message such as planting saplings in lieu of celebrating birthdays. The herbal garden located near the Library Block has a vast collection of both medicinal and ornamental plants and it is well maintained by the Department of Zoology. The *Cheeni* tree is considered by the student community as a hub for various cultural activities of the college. The tree and its shade have long acted as a gathering spot for many activities hosted by the college.

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

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

Response: 1.08

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.53	0.118	1.53	1.48	1.42

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

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

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

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 42

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	17	7	3	9

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

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

Response: 20

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

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

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: 63

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	14	16	8	13

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

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

Response:

College regularly celebrates national festivals and observe days to commemorate national personalities.

Republic day: Republic day is celebrated every year. The Principal of the college hoists the national flag and receives the guard of honor of NCC.

Independence Day: The college celebrates Independence day. The students, teachers and non-teaching staff participate in the celebrations. The Principal of the college hoists the flag.

Gandhi Jayanthi: NSS and NCC units clean grounds of nearby government offices and college grounds on Gandhi Jayanti.

National Science Day: Celebrated to mark the discovery of the Raman effect, the college conducts seminars, quiz competitions etc based on the theme every year.

Children's Day: Our College observes Children's Day to commemorate the birthday of Pandit Jawaharlal Nehru by organizing visits to orphanages and anganavadis and spending time with the children and distributing sweets.

Teachers' Day is celebrated in the college on 5th September every year to mark the birth anniversary of Dr Sarvepalli Radhakrishnan by honouring teachers and giving them informal platforms to share their experiences.

International Yoga Day: The Department of Physical Education organises yoga and meditation sessions and classes in association International Yoga Day.

AIDS Day (December 1): Red Ribbon Club leads the AIDS day observation in the college with the

distribution of bands to students, conducting poster making competitions, mimes etc.

Onam, Christmas, Eid, Kerala Piravi, Holi etc are celebrated by conducting cultural programmes, games and competitions.

Reading Week: Department of English and Department of Oriental Languages organise different programmes including lectures, reading review competitions, quiz etc.

Kalam Commemoration: Commemoration programme on APJ Abdul Kalam included poster making, essay writing and versification competition.

National Youth Day is celebrated on 12th January on the birthday of Swami Vivekananda by organising competitions based on the themes of the year, and also conducting blood donation drives.

World Environment Day: Tree plantation drives and awareness programmes, as well as workshops for making paper bag etc, are organised on this day.

Pain and Palliative Day: Student in Palliative and NSS units of the college collect contributions from the college community and hand it over to Pain and Palliative Society.

Other important days solemnly observed in the college with appropriate programmes include National Integration and Communal Harmony day, International Drug Abuse Day, World Human Rights Day, Hiroshima Day. They are observed by organising lectures and seminars. International Wildlife week is observed by organising poster making, quiz competition, invited talks and photo exhibition.

File Description	Document
Any additional information	View Document

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

Response:

The college is affiliated to the University of Calicut with well-defined rules and regulations with complete transparency in all aspects. Reforms prescribed by the University are immediately implemented by the college.

The College Academic Calendar and Handbook is prepared in accordance with the University Calendar. Additionally, each department formulates an action plan which includes classroom activities and academic matters on a monthly basis. Suggestions of faculty, students and parents with a key direction of the authority are taken into consideration. The class diary and department diary are updated on daily basis to keep a record of the academic activities in an efficient manner.

The Examination Cell conducts centrally monitored internal tests. Papers are valued and distributed on time as scheduled by the Academic Monitoring Cell. The internal marks are consolidated paper-wise and displayed on the notice-board and duly signed by the students before uploading onto the University portal.

The students can approach the Grievance cell for any grievances related to the conduct of examinations or the valuation process. The College-level Grievance Redressal Cell has two tiers in the institution – department level and college level.

On rare occasions, there may arise issues that need to be addressed by the University, College offers all necessary support to forward any grievances that require correspondence and support from the University. The complaints are usually resolved promptly with regular follow-up from the college.

The meeting of PTA is a platform for effective interaction between faculty and parent. Attendance reports are compiled and internal marks are published on the notice board as well as in the TCS software. Parents and students can log in to the TCS portal to view academic details and attendance reports of the student.

The staff council in the college are the supporting bodies in decision making. The establishment and the administration of the college are as per rules, of University of Calicut, Government of Kerala and UGC. Attendance and work assignments are maintained by the register and the electronic punching system.

All financial dealings are transparent as payment is done through bank and salary matters are performed by online system SPARK and MES-d'katia. The auditing and monitoring are made by authorities and management bodies as well if necessary. The recruitment of faculty is through a transparent system purely based on merit. The admissions of the students are done through the centralized allotment process of University of Calicut.

Governing body of the college coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem. The institution follows the guidelines of Right to Information Act and the institution has Public Information Officer. Transparency in governance procedures helps to maintain the harmony and satisfaction of all the stakeholders.

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE 1–SOLACE TO DESTITUTE

Title of the practice: Solace to Destitute

Objective: To nourish among the college community social values, compassion, and social responsibility

for fellow beings in the society

The context:

The aim of education is not only to achieve academic excellence but also to fulfil one's responsibility towards society. In today's self-centred and materialistic world, it is difficult to cultivate the culture of compassion and consideration to others, especially to the destitute. The college considers it as its moral responsibility to provide some solace to the less privileged sections of the society.

Practice:

MES Care @ Home

Care @ Home is an initiative by the college for the educational upliftment of poor children, deprived of either of their parents. Through this venture our institution provides all the required facilities from the primary level of education itself to the children irrespective of their caste or religion. It provides free tuition, education materials, health aid, dress materials, medical insurance, food and essential commodities including festival food kits, personal development and motivational workshops, counselling sessions, ability enhancement workshops, travel allowance for adoptee's guardians to attend PTA meetings, etc.

Teachers act as mentors to analyze the educational progress of adopted students. The mentors stand for a teacher cum parent to every single student. The range of students starts from first standard to higher secondary. The adopted student is free to choose any institution in his/her convenience and is provided all required financial assistance. A male student can continue his education till he finishes his post graduation and a female student is supported until her marriage. Each adopted student is provided with four pair of new clothes and school uniforms at the beginning of the academic year. During festivals like Eid, Vishu, Onam and Christmas, the students are gifted with new clothes. Stationery and toiletry are provided regularly.

The guardians of the adoptee are free to redress their grievances and analyze the progress of the student in a monthly meeting on every second Saturday. We conduct cultural programmes, counseling sessions to promote their mental wellbeing. Selection takes place through application process and the monitoring committee will decide the least privileged from the given applications. The shortlisted adoptees will have to face a detailed enquiry by the concerned authority to ensure the deserved. Financial source is mostly made up by public contributions and sponsorship. Our student alumnae also join their hands with us by sponsoring adoptees. The Valanchery unit of MES supports the activities of Care @ Home.

- ***Students in Palliative Care***

Initiated by MES Keveeyam College in association with the Pain and Palliative Care Society, the programme envisages the involvement of students of the institution in palliative care activities. Selected students are regularly attending home care for the bedridden patients. Collection boxes are installed in all the classes and the students are donating amounts. At the end of the month the amount collected is handed over the Palliative Care Society which in turn is used for the palliative activities. The students organised a

palliative survey at the adopted village Mayiladi to find out more about patients in the village who need palliative care. Following the findings, students accompany volunteers from Palliative Society to provide home care in the adopted village..

- **Visits to old age home and children's home**

It is a programme with an objective of inculcating a sense of belonging and an empathetic approach among students and staff towards the destitute abode in the Old Age Home, 'Pratheeksha Bhavan' (Home of Hope) located 12 km away from college with 200 residents, and Children's Home, at Thavanur run by the Government of Kerala by organising regular visits to both institutions. Students spend time with them, play games and give cultural performances, share light meals, as well as contribute monetarily or materially. On special occasions the college sponsors a day's food for the inmates. In order to motivate and entertain the inmates of the Children's Home, our students conduct various competitions like painting, essay writing and cultural programme for them. In addition to this our students have also donated items like fan, sports kit, etc.

- ***Abhayageham - Home for homeless***

The college is situated in a rural area and a major portion of the population around the college as well among its students are below poverty line. The college Management Committee put forth a project *Abhayageham* (Home for Homeless) in 2014, bringing together different stakeholders of the college to lend a helping hand to those in society who are in need of shelter. Under this project, 3 houses were built for families in need of them. Contributions were collected from PTA, alumni, students, staff and philanthropists of the community. Staff of the college contributed materially as well by providing utensils and furniture. The most important contribution was from the part of students, who apart from making monetary contribution to the collection of funds, also put in numerous hours of manpower to build the house from ground, thereby significantly reducing the building costs. In 2014-15, a house was built for a student of the college with financial difficulties. In 2018, the NSS units of the college built a house for Smt. Ayisha whose family included her mentally retarded children. The key of the house was handed over by Dr Fazal Gafoor (President, Muslim Educational Society). The Alumni Association of the college built a house for an alumnus of the college with financial and health-related difficulties.

Helen's House (Facilitation Centre for Differently abled)

This novel initiative was framed with a mission to ensure equal rights and facilities to the differently abled community. It offers physical, mental and financial support to the differently abled students of the college. Named after Helen Keller, author, political activist, and lecturer, who was also the first deaf-blind person to earn a Bachelor of Arts degree, the programme provides counselling, guidance and equipment such as hearing aids, wheel chairs etc.

Swaralayam (Symphony of Values)

It is a community gathering organised every year in the college campus under the *Cheeni* tree. It gives an opportunity for sharing of experiences of people from all sections of society especially the marginalized and destitute.

Evidence of success: The participation of students in the palliative care activities in the adopted village has made positive changes in the mindset of them. Home Care by the Palliative Care Society is supported by our students and the process has helped students become more compassionate and active participants of the society. The inmates of the old age home and Pratheeksha Bhavan really cherish the intimacy showered on them by the students of the college and they earnestly desire to have such visits frequently. The students have in turn had a better understanding of people of less fortune and have developed empathy towards the society they should be serving in the near future.

Problems Encountered: The college community including students and teachers are enthusiastic about the various socially responsible and philanthropic activities, but their involvement is often limited by the very busy academic schedule. The rather unpredictable scheduling of examinations by the University also interferes severely with activities that the students plan. Frequency of visits made to different destitute centres is limited by the distance between the college and the destinations.

BEST PRACTICE-2 RESEARCH FACILITATION CENTRE

Title of the Practice: Research Facilitation Centre

Objective: To make available the research facilities of the institution for innovative and decisive studies by the scholars of the surrounding academic community. The Research Facilitation Centre under the Internal Quality Assurance Cell acts as a facilitator between the institution, industry and the larger research and academic community around the college.

The Context: Advanced research instrumentation and analytical facilities were set up using the funding of DST-FIST in 2015-16. The Internal Quality Assurance Cell of the college has suggested the formation of a Consultancy Division to make available the research and laboratory instruments of the research complex to the people who really look for it. The research scholars of many of the universities and colleges are facing the problems of lack of advanced research instruments like UTM, FTIR, UV Spectrophotometer in their respective colleges. They have to pay a huge amount for these facilities in various testing centres. The MSc students of many colleges are facing similar problems during their project work. Research scholars and M Sc students of our college also faced similar problems.

The Practice: The college has set up a full-fledged Research Block that is one of a kind in the state. The research block was actualized by the prudent utilization of financial assistance received from central and state government supported at every juncture by the management. The management committee joined hands with the college planning board and the Internal Quality Assurance Cell in its plan, execution and installation. The building for the research complex was constructed using the financial support of Rs. 30 lakhs from the UGC General Development Assistance. The research and laboratory equipment were procured and installed under the FIST (Fund for Improvement of Infrastructure in Science and Technology Departments) scheme of Department of Science and Technology (Govt. of India) that sanctioned Rs.80 lakhs for the same; along with funding from KSCSTE (Kerala State Council for Science, Technology and Environment) which sanctioned a major research project to Department of Chemistry with Dr. C Rajesh as Principal Investigator. The research complex comprises of Instrumentation hall, Research Laboratory, Polymer Processing Lab and E-Learning Centre. Instrumentation hall is equipped with Universal Testing

Machine (UTM), Fourier Transform Infrared Spectrophotometer, UV-Visible Spectrophotometer, etc. The research laboratory provides various instruments like rotavapour, vacuum oven, aging oven, sonicator, spin coater, DIN abrasion tester, etc for the preparation and testing of samples. Polymer processing laboratory is exclusively meant for the preparation of various polymer samples and their analysis. It is equipped with hydraulic press and two roll rubber mixing mill.

Research scholars, Post Graduate students doing their projects and people from industry can access the facilities of the research complex on payment of a modest fee. The fee is used for the maintenance of the facilities. For the last three years these facility is being used by research scholars of different colleges. M Sc students from different colleges are also using the facilities for their projects. The research scholars and M Sc students of our college can access the facilities of research complex without paying any fee.

Evidence of Success: The research scholars and MSc students of our college are very much comfortable during their course of research or project as they need not go outside for accessing analytical facilities. The research scholars and MSc students from various colleges regularly use the facilities of the research complex through the centre. They can access it for modest fees compared to other testing centres. Between May 2016 and May 2019, 76 students from other colleges have made use of the facilities. Among these, the research scholars from other college used the facilities more than once. An income of over Rs. 90,000 has been generated through testing charges. We have conducted a workshop on instrumental methods of chemical analysis which was attended by around 100 participants from various colleges.

Problems encountered: Either the faculty member in charge of the Research Facilitation Centre or the research scholars of the Department of Chemistry have to do testing of samples as a technical assistant is not available. Therefore undertaking testing of samples at a large scale is a practical difficulty.

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

7.3 Institutional Distinctiveness

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

Response:

M E S Keveeyam College Valanchery was established in 1981 with the intention of providing higher education to weaker sections of the society, especially minority. The college has completed 38 years of dedicated service to the society and has endeavored to fulfill its institutional mission with great success benefitting students of socially and economically marginalized groups of Malappuram and nearby districts. Having fulfilled substantially its initial goal of opening up higher education opportunities for as many young and aspiring scholars of the rural population as possible, if not in full measure, the college now focuses more on specific categories whose development the college envisions.

The college always had its thrust on the all-round development of the youth of the minority community. Considering the students from surrounding rural area who are disadvantaged in accessing effective and efficient coaching for competitive exams, the college had applied and has been sanctioned a Coaching Centre for Minority Youth at the college by the Directorate of Minority Welfare, Government of Kerala.

The huge majority of the student body consist of female students from minority community. While it is true that the college has been able to provide the physical infrastructure and facilities for their education, dropping out of students during the course has been a detriment in fulfilling the mission of this institution. It has been noticed that female students from educationally and financially backward families enter into positions of employment or domestic life in the duration of their courses which has deleterious effects on their education. The college has been making efforts to change this situation. Female students, especially married ones, find it very difficult and often impossible to fulfil their aspirations and dreams about higher education due to the domestic responsibilities and familial restrictions placed upon them. The college tries to consistently counsel both students as well as parents about the importance of education in the empowerment of women through counselling classes and PTA meetings. To provide mental support to the student community especially female students, the college has a functional Counselling Centre and Women Empowerment Cell. The main objective of these forums is to give awareness to students about the significance of higher education and provide mental support to achieve such a goal. As a part of this, the students are regularly given counselling as well as classes on stress management. Students in need of special consideration are given individual counselling as well by the College Counsellor. The results have been visible. Over the last five years, more than 30 female students have joined the college to continue their courses after taking a break of one or more semesters due to marriage or pregnancy. The results of university exams have also been encouraging. The average pass percentage of UG is 76.6. The percentage of minority and girls are 81.3% and 84.5 % respectively. With regard to PG, the pass percentage is 96.5 which includes 96.2% of minority and 96.5% of girl students.

The college had applied and has been granted a Premarital Counselling Centre by Directorate of Minority Welfare under Government of Kerala. Under this, premarital classes have been given to registered batches of students. The results have been discernible. In recent years, there has been a significant increase in the enrolment of female students belonging to the minority community. The Women Empowerment Cell (**SAKTHI**) has been actively working with thrust on the all-round development of female students of the college. Numerous seminars and workshops have been conducted under Women Empowerment cell. They are made aware of their legal rights as women and responsibilities as citizens. Female students are given self-defence training on a regular basis in collaboration with Kerala Police. Training programmes on self-employment are also provided. A new initiative has been launched for the female students of the college under the Women Empowerment Cell, named 'JEEVANAM-Learning by Earning'. Under this, the college provides financial assistance and training for students to start ventures in areas they are talented such as, tailoring, embroidery, craft, painting, cooking, soap and balm making, ornament making, photography, DTP related works, mehendi, bridal make up, cake making etc. The college provides outlet for students to showcase their product or services. Profit of the ventures is utilised for their educational purposes.

Increased participation of female students can also be found in NSS, NCC, WWS, SSP as well as in availing scholarships. 15 scholarships are available to students out of which 2 are meant exclusively for girls. Students have been consistently availing them. Out of the 4094 students who have been availing scholarships in the last five years, about 75% are female. NCC enrollment team tries to make sure that 50 per cent of the total number of cadets is female. The female students have been enthusiastically participating in arts, sports and other co-curricular and extracurricular activities. The Student Union

encourages the active participation of female students in all programmes such as College Day, Arts Day etc. They also organise cultural programmes exclusively for female students. Results of these manifests in many medals that we have won at university level arts fests. Our female students have won many accolades in intercollegiate sports competitions including Judo, Taekwondo, weight lifting and powerlifting, which require strenuous and consistent training and commitment. The increase can also be found in the number of girls who pursue higher education and employment. This is attested by the interesting fact that some of our faculty are our own alumni.

Our priority is to fulfill meaningfully the higher educational aspirations of the young men and women of the socially and economically backward area by equipping them with the enabling knowledge and skills for achieving upward mobility and the college has been consistent and committed to achieve this.

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

5. CONCLUSION

Additional Information :

The college has organised two international seminars and notable academicians from four countries have visited our institution. We have rank holders in university examinations in most of the academic years and A, A+ grade holders all years. The College has been selected as a mentor institution under the PARAMARSH scheme of UGC. The college has academic collaboration with UGC-HRDC of Aligarh Muslim University to conduct academic leadership training programmes under the CALEM project of MHRD. The minority coaching centre functioning in the campus under the Directorate of Minority Welfare, Govt. of Kerala provides coaching for competitive examinations to minority students of the college. Pre-marital counselling Centre also functions in the campus under the same directorate. The Campus Centre of School of Distance Education of University of Calicut conducts contact classes for more than 2000 students. The college is short-listed by the National Testing Agency as a test centre to conduct online examinations and our application is being processed. Being a RUSA funded institution, the college has been selected under the *Ek Bharat Shreshta Bharat* scheme and paired with Govt. College Bangana, Himachal Pradesh for exchange programmes. The college is selected as an ACTIVE Local Chapter NPTEL for the second consecutive time. The College has got *Two Star Rating* for activities of Institution Innovation Council of MHRD. Even though the college was severely affected by Kerala Floods 2018 and 2019, we could survive and maintained our consistent efforts for infrastructure development. The Muslim Educational Society has shown its social commitment by rendering financial and non-financial support during the flood. The staff member of the college contributed their salary for one month to the Chief Minister's disaster relief fund. Moreover, the students and staff of the college actively participated in the flood relief activities at places which were severely affected.

Concluding Remarks :

MES Keveeyam College Valanchery is committed to provide quality education to all sections of society especially the under-privileged. We are the only Muslim minority institution in Kerala who ranked among the top 100 colleges in India in the NIRF ranking. We are partner institution of all the flagship programmes of MHRD. The college always strives for excellence in line with the strategic plan *Vision 2020*. The sharing of responsibility by various stakeholders and participative management are the underlying principles of success of the institution in its journey. We aspire to undertake challenges of the modern world by inculcating knowledge and skills along with values among our students. We are confident that we can evolve as a centre of excellence in the area of higher education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>7</td><td>6</td><td>5</td><td>3</td><td>2</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>2</td><td>5</td><td>2</td><td>2</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	7	6	5	3	2	2018-19	2017-18	2016-17	2015-16	2014-15	0	2	5	2	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
7	6	5	3	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	2	5	2	2																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years</p> <p>Answer before DVV Verification : 482</p> <p>Answer after DVV Verification: 50</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 1217</p> <p>Answer after DVV Verification: 1217</p>																				
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT</p> <p>Answer before DVV Verification : 66</p> <p>Answer after DVV Verification: 65</p>																				
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15															
2018-19	2017-18	2016-17	2015-16	2014-15																	

2	4	1	2	8
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Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	10	1	5	4

Answer After DVV Verification :

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

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	3	7	2	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	0	1

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1124	992	939	787	635

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
594	48	50	290	607

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
140	103	73	82	33

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
24	2	2	0	0

Remark : Observation accepted, edited accordingly.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
462	212	293	363	274

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
398	212	271	315	241

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

years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
54	47	46	47	21

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
54	47	46	38	11

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>17</td><td>15</td><td>15</td><td>15</td><td>11</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>18</td><td>16</td><td>16</td><td>16</td><td>11</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	17	15	15	15	11	2018-19	2017-18	2016-17	2015-16	2014-15	18	16	16	16	11
2018-19	2017-18	2016-17	2015-16	2014-15																	
17	15	15	15	11																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
18	16	16	16	11																	
2.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>66</td><td>63</td><td>60</td><td>55</td><td>45</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>66</td><td>60</td><td>55</td><td>50</td><td>40</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	66	63	60	55	45	2018-19	2017-18	2016-17	2015-16	2014-15	66	60	55	50	40
2018-19	2017-18	2016-17	2015-16	2014-15																	
66	63	60	55	45																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
66	60	55	50	40																	
3.1	<p>Total number of classrooms and seminar halls</p> <p>Answer before DVV Verification : 45</p> <p>Answer after DVV Verification : 42</p>																				