



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **CHRISTIAN COLLEGE KATTAKADA**

**CHRISTIAN COLLEGE, KATTAKADA THIRUVANANTHAPURAM  
695572**

[www.christiancollegektda.org](http://www.christiancollegektda.org)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**April 2021**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Christian College Kattakada, established in the year 1965, is located in the Poovachal Panchayat in Nedumangad Taluk, 20 kilometres from Thiruvananthapuram city. The college is ever looked upon as the outcome of aspirations, prayers, sacrifices, leadership, as well the sweat and toil of the SIUC community of the South Kerala Diocese. The college is managed by the Society for Higher Education of SIUC Community of South Kerala Diocese of the CSI. It's through a series of challenging ordeals that this institution has come to attain it's present status and stature.

Started off as a Junior College under the affiliation of the University of Kerala, the college was first upgraded during 1976-77. Today this institution is a full-fledged Arts and Science College offering 9 Degree Courses in Botany, Chemistry, Mathematics, Physics, Statistics, Zoology, Economics, History and Commerce and 3 Postgraduate courses in Botany, Physics and Chemistry as well 1 Research Department in Botany

run with the help of 18 staff from the Management, 22 Non-teaching staff and 41 permanent teaching staff.

The college was re-accredited by NAAC in February 2012 and was awarded B Grade.

With its sound infrastructure, academic atmosphere, well equipped faculty, the college strives for the overall development of its students while equipping them with the skills of life. Our students secure many ranks in the University level each year. And we lay our trust on the Almighty God that He would guide and strengthen this noble institution in all its future endeavours.

### **Vision**

Managed by the Society for Higher Education of the CSI South Kerala Diocese, avows to uplift the rural neighborhood socially and economically by instilling in knowledge, pour light and wisdom into young minds, where they enter to learn and go out to serve. There she or he becomes ideal citizens of our Nation and are trained and guided as well affirming the faith and commitment to God, society and finally humanity is served in ultimate.

### **Mission**

Footed firmly in its glorious tradition, the college is now looking forward for higher accomplishments in the years ahead. In this endeavour we stand committed to the realization of the following objectives and goals.

- To attain the noble notion of equality based on human dignity and we practice the ideal " Enter to Learn , go out to Serve".
- To involve continuously in the process of removing the disparities based on race, religion and caste through greater participation of the minorities and the backward communities in the mainstream of formal education.
- To remove the social inequalities among people and to uplift the economically and socially downtrodden by providing them the facility of higher education.
- To transform students into knowledgeable, competent, socially committed and honest citizens of the motherland by inculcating the spirit of scientific temper and analytical thinking which enable them to take up the challenge of life.
- To provide competitive, comprehensive quality education and to instil in scholastic and aesthetic talents of students towards empowering them.
- To realize and honour human values, justice and universal brotherhood and thus provide value-added education for the mental advancement of students.
- To provide a healthy and peaceful atmosphere for achieving maximum output in the fields of learning, teaching, research and extension.

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

### **Institutional Strength**

- Institution functions well with the constant, scrupulous efforts in all endeavours and plans by the socially committed management
- Efforts to address local needs, in all needy time
- The infrastructure augmentation, in proper intervals, making the best use of all available funds
- Institution finds the fullest bloom in the never ending support from the management and from the well equipped faculty of ours.
- Decentralized multilateral governance
- A campus area of 23 acres of land
- The committed faculty of ours always stands an added benefit
- Faculty contribution in curriculum designing/redesigning
- Research oriented faculty
- Staff training programmes, in proper intervals to keep them updated
- Transparent and inclusive admission policy
- The management never goes hesitant for any short improvement
- ICT enabled teaching-learning Process
- Relatively larger components of skill development courses
- Many extension activities, to academics
- Internal Quality Assurance System
- Scholarships and Freeships
- Resource mobilization
- Willingness to offer unaided programmes

- Ladies hostel, providing all facilities with safety insured
- Alumni engagement with proper planning and execution
- Conveyance facilities for students and staff
- And as our motto stands, we here make our students enter to learn and let them out to serve.

### **Institutional Weakness**

- As for the country, for a college it's the economic status that remains a barrier to overcome.
- The financial background, their financial instability is still a crisis for many of their development though the management does enough and more each year.
- Though the faculty exchange programs, though being introduced, it never sees light or result yet.
- The next crisis faced, is the problem faced for the appointment of permanent faculty, and the unavoidable way to team with the guest faculty.

### **Institutional Opportunity**

- Attainment of course outcomes - Job achievement
- Skill development programs offered by the college helps in developing various life skills
- Through NSS/NCC students are moulded for the nation as a good citizen
- Centralised instrumentation facility helps the students get trained in equipment
- Availability of gymnasium helps in body building trainings for job opportunities
- Cultural/Sports oriented programs helps the students to develop efficient

### **Institutional Challenge**

- Lack of UG programmes in English PG in Mathematics, Statistics, MCom
- Non-permanency of guest faculty
- Less number of higher impact factor journal publications
- Absence of health centre
- Poor record of campus placement
- No industrial or institutional MoU

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

- The college offers 9 UG programmes and 3 PG programmes affiliated to the University of Kerala .
- For all undergraduate programmes, an Open Course is offered in Semester V.
- Students are provided with flexible Choice Based Credit system (CBCS) having access to excellent curricular and co-curricular opportunities for enhancing academic acumen, employability and entrepreneurial skills.
- Rigorous and regular internal examinations.
- Courses relevant to Gender sensitivity, Professional ethics, Human Values and Community Outreach are integrated in all programmes.
- Environment and sustainability course is compulsory in UG programmes.
- Field trips and internships enrich experiential learning with life situations and industrial exposure.
- There is a reasonable representation of faculty members in Board of studies. The institution ensures their participation in curriculum restructuring workshops.
- Also the members of different Boards of Studies act as mouth pieces of our suggestions and demands. They collect feedbacks from students and faculty members and makes it sure that the syllabus prescribed is in tune with the needs of the day.
- Initiatives are taken up by the institution to make the curriculum effective and interactive by conducting certificate courses, Value Added Programmes, Seminars, Workshops, Industrial Visits, exhibition, Internships, Kerala State Council for Science, Technology and Environment (KSCSTE) funded student projects and On the Job Training.
- The college offers Additional Skills Acquisition Programme (four star accredited) and Diploma in Computer Applications (DCA) Department of Continuing Education Government of Kerala.
- Individual departments complement the curriculum through seminars, assignments, projects and other co-curricular activities to meet the requirements of the society and improve the employability of the students.
- An internal academic audit is conducted at the end of every semester to ensure time bound curriculum delivery.
- Course wise regular student feedback is collected on teaching and learning and action taken.
- The College Governing Body and IQAC evaluate the roll-out and acceptance or otherwise of the academic programmes.
- The IQAC coordinator monitors and assists the faculty members for effective curriculum delivery.

## **Teaching-learning and Evaluation**

Admission process is based on the regulations prescribed by University of Kerala. Seats are reserved for SC/ST/OBC, community quota, sports, differently abled students and general category students. The college plans its activities with the consultation of Head of department of each departments by giving emphasis to the aims and objectives of each department. Special care and efforts are taken for identifying advanced learners and slow learners. Motivational classes, career guidance programs, walk with the scholar program are initiated for advanced learners. The slow learners are identified through class test and special coaching in the form of remedial classes is provided for weak students. A well structured CLMC and DLMC is working to monitor the grievances related to CIE. The university examinations are also conducted in adherence to academic calendar of University of Kerala. We are contributing few university toppers in the past years. The college conducts frequent parent teacher meetings to establish a rapport with parents and to inform them about the student's academic performance. Field trips, projects, seminars and workshops are undertaken by each department to enlighten the students' knowledge. Innovative teaching techniques are incorporated in the teaching learning process to make our class room more lively. The teaching faculties of our college are more dedicated and ambitious. The teachers attend orientation courses, refresher courses, short term courses, national and

international level seminars etc. to refresh their knowledge level. Clubs such as Eco -Club, Tourism Club, forestry club, women's club, literary club etc. are functioning for the empowerment of students. We have well equipped centralized library and departmental libraries. Our laboratory facilities are also academically excellent.

Creativity of students are exhibited through college magazines and hand written magazines. A tutorial system has been introduced in the college which enables the mentors to have a personal contact with each student and to provide counselling for those students who have personal and learning problems. This helps our institution to identify the specific needs of each learner and mold them to a responsible citizen. Women redressal cell, counselling cell, student's welfare committee, anti-ragging committee etc. are functioning in the college

### **Research, Innovations and Extension**

The number of teachers recognized as research guides during the last five years is 8

Research projects funded during the last five years by Government and Non- Governmental agencies is 4

Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry Academia Innovative practices during the last five years is 28

Average number of research papers per teacher in the UGC approved Journals during the last five years is 2.6

The number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years is 84

Total Grant for the research projects during the last five years is 9113800

Total number of awards and recognitions received for extension activities from Government and Non-Governmental bodies teacher during the last five years is 1

The number of extension and outreach programs conducted during the last five years is 70

Total number of collaborations with Institutions during the last five years is 8

### **Infrastructure and Learning Resources**

Christian college, Kattakada possesses the required infrastructure for its curricular, co-curricular and extra-curricular activities including 36 classrooms, 7 laboratories, 2 seminar halls, 1 computer lab, class rooms with LCD projectors, a conference hall, a auditorium, library, sports complex, 4 students waiting room and girls hostel enabling a highly student friendly and academic oriented ambience. The Botanical garden adds greenery to the campus. The College has a seminar hall fully-equipped with the requisite facilities for audio/video recording of programmes and lectures. Library has a large reading room and Digital Reference section used for seminars for 60 persons. The Computer & Reprography Centre (CRC) provides computers with

Railwire Internet connectivity, Printing and Photocopy facility on college campus. A well-stocked library and computer resource centre provide all students access to books, journals and e-resources necessary for teaching, learning and research. Library is equipped with 120 seating capacity. Library is fully automated with all its subsystems having Reading cum Conference Hall and has Railwire connectivity and Wi-Fi. It has a separate PG Reference section with provision of access to e-resources and a good collection of CD/DVD collection. Library at present is using 'Libmas' an Integrated Library Management Software on Windows platform. With the gradual upgradation of 'LIBMAS' and automating other subsystems, Barcoding of documents was done with Zebra barcode printer and barcoded library membership cards were also introduced. Periodically list of books and dues are generated in an automated way. Maintaining issue records, missing issues, generating binding lists, etc. are also being done in an automated manner. At present library is providing access to UGC INFLIBNET-NLIST subscribed databases through Wi-Fi and Railwire high speed internet connectivity along with Open Access databases like DOAJ, etc. The library has an Advisory Committee which is responsible for effective functioning of the library as per Kerala University / UGC guidelines. The Institution has a well-equipped Gymnasium/Fitness Centre and Sports Grounds for its sporting activities. For its cultural activities the College has seminar hall, conference room, and auditorium. The Institution Banking facilities are available on-campus through a full-fledged extension counter of South Indian Bank.

### **Student Support and Progression**

Christian College offers an ideal environment for students, to excel in academics and to imbibe self discipline, knowledge, right skills, broad outlook and humanitarian concerns. Fighting all the limitations of the locality, our students aspire for higher education and professional pursuits. The college is committed for getting maximum number of scholarships, stipends and fee concessions, which are provided by state govt, national agencies and other bodies like PTA and Alumni Associations for eligible students. In addition, the college offers different endowments, poor aid fund and cash awards for academic excellence as well. The college has loyal and actively functioning Alumni who are willing to contribute to the development of the college. The college has a democratically elected college union supervised by a faculty advisor, strictly adhering to the recommendations of the Lyngdoh Committee. The students union organizes various cultural programmes and community linked activities in the college. The students celebrate regional festivities and sports under the banner of the college union. The students of the college won Kerala University Wushu and Wrestling Championship (Women) and many of them have participated in the National Championship Competition. The college ensures representation of students in almost all administrative bodies and they organise various programmes. The institution has a transparent mechanism, in the form of Grievance Redressal Cell, Sexual Harassment Cell and Anti Ragging Cell, for timely redressal of student grievances. The College offers career guidance and special coaching for competitive examinations like Civil Service/NET/PSC/UPSC etc. Apart from this college has started personal counselling, remedial coaching, along with innumerable initiatives for soft skill development such as SSP, WWS, ASAP and YIP for the benefit of students. Students are occasionally provided with Yoga and meditation classes; and self-defence training for girl students. All these activities help students to expand their skills, which is beneficial for their overall development.

### **Governance, Leadership and Management**

'**Together we can**', the dictum we follow in our administration is well reflected in the governance, leadership and the running of the institution. And it's true to our motto "Enter to learn, go out to serve", where the

commitment of the management and staff, leads its way to the blossoming of knowledge and service for oneself and largely for the society. The team spirit and cohesion among the staff members focuses in amalgamating the activities of all departments, committees and clubs, in addition to NSS and NCC. The different cells including CLMC, DLMC, Right to Information Cell, SC/ST/OBC Cell, Anti-Narcotic Cell and well the Library Committee, Research and to the last Purchase Committee do their part well and well for the proper running of the college. The PTA of the college ever stays a big supportive stem and the Alumni Association too makes its part remarkable. Examinations are run directly by the Chief Superintendent, under strict observance by the Principal. Democratically elected College Union ensures co-operation and participation of the students in all steps adopted by the college. When all rest goes of importance, the college also ensures the mental and physical health of all staff and students, and a good and well gymnasium and yoga center is associated with this. The funds from UGC, RUSA, FIST etc. are properly utilized for all further growth and development of the college. While the government agency 'SPARK' disperses the salary of each staff, the government also aids financial assistance to eligible students, by exempting them of tuition fee and examination fee.

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

Gender equity is maintained in the campus without any excuse, focussing on the values, rights, duties and responsibilities of each individual. The code of conduct is observed with great seriousness. The energy conservation systems are solar panels, biogas plants and use of LED lamps. The solid waste management is run by using ring composts as well compost pits. While the e-waste management is executed by the agency assigned for. Water conservation methods used as rainwater harvesting system, open well recharge system as well by an open pond, which is home to many flora, fauna and aqua species. The green protocol is strictly followed by restricting entry of automobiles over to an area that's marked. Plastic is strictly prohibited within the premises. Landscaping done with the abundance of trees on the campus keeps the temperature cool and moderates the entire seasons. The green audit done, recently and grade A, received is indeed a pleasant reward for what the campus actually is. The facilities provided for the disabled, too keeps the campus a welcoming place for everyone. The rails, ramps and the featured washrooms in addition to the special facilities made for such in the library, adds more meaning to our mission and vision, thus maintaining cultural, regional and linguistic harmony as well.



## 2. PROFILE

### 2.1 BASIC INFORMATION

<b>Name and Address of the College</b>	
Name	CHRISTIAN COLLEGE KATTAKADA
Address	CHRISTIAN COLLEGE, KATTAKADA THIRUVANANTHAPURAM
City	Thiruvananthapuram
State	Kerala
Pin	695572
Website	<a href="http://www.christiancollegektda.org">www.christiancollegektda.org</a>

<b>Contacts for Communication</b>					
<b>Designation</b>	<b>Name</b>	<b>Telephone with STD Code</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Principal(in-charge)	Shyju G J	0471-9446371176	9567524554	0471-	christiancollegektda@gmail.com
IQAC / CIQA coordinator	Afinisha Deepam L S	0471-	9895609859	0471-	afinishadpm@gmail.com

<b>Status of the Institution</b>	
Institution Status	Grant-in-aid

<b>Type of Institution</b>	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority certificate.pdf</a>
If Yes, Specify minority status	
Religious	SIUC Christian
Linguistic	
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	01-01-1965			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Kerala	University of Kerala	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	12-09-1986	<a href="#">View Document</a>		
12B of UGC	21-11-1986	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	CHRISTIAN COLLEGE, KATTAKADA THIRUVANANTHAPURAM	Rural	22.86	12517.67

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,History	36	Higher Secondary	English	65	65
UG	BA,Economics	36	Higher Secondary	English	66	66
UG	BCom,Commerce	36	Higher Secondary	English	50	50
UG	BSc,Mathematics	36	Higher Secondary	English	47	47
UG	BSc,Zoology	36	Higher Secondary	English	43	43
UG	BSc,Chemistry	36	Higher Secondary	English	34	34
UG	BSc,Physics	36	Higher Secondary	English	48	48
UG	BSc,Botany	36	Higher Secondary	English	55	55
UG	BSc,Statistics	36	Higher Secondary	English	42	42
PG	MSc,Chemistry	24	BSc Chemistry	English	13	13
PG	MSc,Physics	24	BSc Physics	English	13	13
PG	MSc,Botany	24	BSc Botany	English	13	13
Doctoral (Ph.D)	PhD or DPhil,Botany	36	MSc Botany	English	4	2

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				50			
Recruited	0	0	0	0	2	0	0	2	16	23	0	39
Yet to Recruit	0				0				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				30
Recruited	16	6	0	22
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	11	7	0	18
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				3
Recruited	0	0	0	0
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

#### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	10	14	0	25
M.Phil.	0	0	0	1	0	0	3	3	0	7
PG	0	0	0	0	0	0	6	3	0	9
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	5	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	3	0	3
UG	0	0	0	0	0	0	0	0	0	0

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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		2	9	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	164	0	0	0	164
	Female	275	0	0	0	275
	Others	0	0	0	0	0
PG	Male	2	0	0	0	2
	Female	37	0	0	0	37
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	1	0	0	0	1
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	162	0	0	0	162
	Female	282	0	0	0	282
	Others	0	0	0	0	0



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

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	17	24	28	26
	Female	47	49	47	50
	Others	0	0	0	0
ST	Male	3	2	5	3
	Female	7	9	7	5
	Others	0	0	0	0
OBC	Male	51	59	53	74
	Female	146	181	149	172
	Others	0	0	0	0
General	Male	60	32	28	43
	Female	136	56	46	49
	Others	0	0	0	0
Others	Male	1	16	40	10
	Female	10	49	65	38
	Others	0	0	0	0
<b>Total</b>		<b>478</b>	<b>477</b>	<b>468</b>	<b>470</b>

# Extended Profile

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## 1 Program

### 1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
304	307	311	297	288
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

### 1.2

**Number of programs offered year-wise for last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
13	12	12	12	12

## 2 Students

### 2.1

**Number of students year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1368	1358	1314	1291	1262
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
290	293	259	257	257

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

## 2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
465	457	420	433	429

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

## 3 Teachers

### 3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
51	55	55	55	55

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

### 3.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
51	55	55	55	55

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 33**

**4.2**

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

2019-20	2018-19	2017-18	2016-17	2015-16
8.84	50.64	6.14	42.23	7.13

**4.3**

**Number of Computers**

**Response: 109**

NAAC

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

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

###### Response:

The Institution strives to provide a congenial ambience for the wholistic development of the student while be prescribed for each discipline of study. Prime importance is given to a student centered approach while ensuring q is followed wherein the web of stake-holders in the academic world interact creatively with each other making bes

The Semester wise academic schedule is discussed by the faculty team at the beginning of the academic year allocation. Each faculty member then prepares the teaching plan in consultation with their heads of departments an

For an effective implementation of the plan a Comprehensive Teaching Schedule (The Yellow Book), personaliz Book) are maintained.

To provide the students with the best and update information on specific academic themes workshops, semina experts on the field are periodically arranged. To nurture the spirit of scientific enquiry and research the laboratory far as possible.

Regular student academic monitoring and Faculty evaluation is carried out with scientifically developed matrices groups to ensure a transparent and open space for improvement. Students with challenges are identified and encouraged to give in their best.

The Parent Teacher interaction is periodically arranged to share the academic and non academic aspects of the stud

Faculty members are encouraged to enhance their skills by attending training programmes. The presence of a go Board of Studies of the University of Kerala ensures that the voice of the College is heard and deeded in the curric

A well set internal evaluation process is in place with an examination cell conducting tests as per the college aca them to idea areas where more concentration would be necessary.

The Institution also serves as a center for continuing education in Kerala with the DCA and Library Science cours Seminars are conducted along with Industrial Visits, exhibitions, internships and projects to supplement the ac community orientation of the students.

An internal academic audit programme is in place to make sure time bound curriculum delivery happens. Fee students, teaching and non teaching staff, parents and the alumic. The IQAC studies the feedbacks and recomme ensures proper follow up.

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

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

#### Response:

The Academic Calendar of the Institution is prepared in line with the University of Kerala and the College strives to do justice to the calendar through effective planning and monitoring. Each department prepares their time table keeping in mind the CIE and taking into confidence all the stake-holders.

The Faculty members then prepare the annual lesson plan and discuss the same with their heads of department before the commencement of the semester, indicating the topics to be covered, teaching methodologies being applied, and assignments given to the students and the number of lectures.

Every academic year consists of two semesters. The college strictly follows all the components of internal assessment: assignments, class tests, projects, presentations, group discussions, project work and attendance. Written assignments and oral presentations are encouraged to improve the conceptual and articulative skills of the students.

Students are encouraged to discuss and debate the various aspects of a topic in detail during the lectures and tutorials. Students are given enough time before the examinations to prepare and practice the concepts..

The general monitoring is done by the Governing Council. The IQAC monitors the uniform coverage of syllabus in each class. The Principal conducts curricular and extracurricular review meetings on regular basis to check the implementation and progress of all the activities in the academic calendar. Based on these review meetings; some changes in schedules of activities are suggested wherever required. Further, extra lectures are scheduled to complete the syllabus before University examination.

When unexpected contingencies happen the IQAC also makes necessary adjustments with the dates of the evaluation processes so that opportunities are not denied to any person.

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

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

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

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

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

## 1.2 Academic Flexibility

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

**Response:** 92.31

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

**Response:** 12

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

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

**Response:** 26

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	3	2	1

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

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

**Response:** 20.96

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

2019-20	2018-19	2017-18	2016-17	2015-16
836	465	84	25	14

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

## 1.3 Curriculum Enrichment

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

**Response:**

The Institution is committed to an integral growth of each of the student and thereby cross cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc. finds its due place within the curricular and co-curricular life of the College.

**Gender Equality:**

Gender issue is a human rights issue and therefore every effort is taken to ensure that there is no gender based discrimination or harassment within the institution. Proper redressal mechanisms are in place to ensure timely reporting and immediate actions should there be room for any concern in this regard. Efforts



has taken through anti ragging cells that no person is discriminated against or is victimised. Gender sensitising workshops and seminars are periodically organised and are incorporated into the academic life also. Free Counselling service is provided for students and staff to share concerns if any and find proper redressal.

The Department of History offers a special course on Women Empowerment and is very helpful in sensitising students on the various forms of gender based violence.

### **Environmental Awareness:**

Every effort is made to keep the campus as green as possible and adhering to the Green Protocols of the Management. This is done by encouraging all good practices including keeping the campus safe from non-biodegradable waste.

“Environmental Studies” is a course offered by the department of English for first and second year under graduate studies. This enables the students to learn about the ecosystem and other environmental factors.

As part of curriculum NSS organizes various activities and campaigns like tree plantation, public awareness on the environmental hazards during festival seasons. The students who engage in advocacy for the cause of nature also sensitises school children about the need to understand the great eco-crisis the world is facing today.

### **Human Values:**

Moral and ethical values are integral part of education of the students. We celebrate days of National importance which imbibes nationhood values in the students. Human rights are the basic rights enjoyed by all. The institution makes sure that no violation of human rights takes place and in case any such case is brought to the notice stringent action is immediately initiated. 10th December is annually celebrated as ‘Human Rights Day’ to spread awareness of Human Rights and motivate everyone to be aware of basic human rights.

The academic courses that incorporate Human values include: Managing Interpersonal Relations and Principles of Management offered by the Departments of Economics & Commerce and the extra courses offered on Yoga and Personality Development.

### **Professional ethics:-**

Professional ethics and Civic sense are basic in the vision and mission of the Institution and care is taken to ensure that there is no dip in such standards. Courses on professionally accepted standards of personal, corporate and business behaviour and the values and guiding principles of ethics are offered in the Institution. The high expectations of moral standards is evident in the “Safe Space for All” Campaign that the College insists on.

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

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

**Response:** 19.92

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

2019-20	2018-19	2017-18	2016-17	2015-16
60	60	60	60	60

<b>File Description</b>	<b>Document</b>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

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

**Response:** 30.34

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

**Response:** 415

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

## 1.4 Feedback System

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

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

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

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

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

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

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

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 98.95

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

2019-20	2018-19	2017-18	2016-17	2015-16
478	474	432	429	424

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

2019-20	2018-19	2017-18	2016-17	2015-16
483	489	432	429	429

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

**Response:** 68.66

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

2019-20	2018-19	2017-18	2016-17	2015-16
186	179	198	189	175

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

The faculty assesses the learning levels of students and follows different strategies for slow learners and advanced learners by adopting the following ways:

1. Assessing the score of qualifying examination
2. Asking scaffolding questions to ensure understanding of the concept/topic dealt with.
3. Asking students to reflect on their lessons in black and white.
4. Conducting weekly class tests.
5. Frequent teacher- student interaction to understand the hitches in the learning process.

#### Slow Learners.

The slow learners were provided with remedial classes as it helps the students improve the learning pace. The faculty make use of audio-visual aids to make the teaching learning process more effective. Remedial teaching is conducted after class hours and at recess time along with individual counselling to equip them with the courage to break out of their shells. The faculty always encourage peer teaching among the students. Parents of slow learners are informed about their progress during parents meeting and subsequent interaction through electronic media. Student Support Program (SSP), an initiative of Govt. of Kerala, is being conducted to reach out to the slow learners. Repeated practical sessions are also conducted for these students.

#### Advanced Learners:

Additional assignments and seminars are given for advanced learners on diverse topics to make them competent enough to perform well in various examinations. Walk with a Scholar (WWS), a Govt. of Kerala initiative, aims at motivating these students through various sessions on personality development, leadership enhancement, counseling etc. The mentors interact with the students and encourage them to attend in intra and inter collegiate quiz competitions. They are also persuaded to participate and present research papers in seminars conducted across colleges. Motivational classes and career guidance sessions are also conducted to aggrandize their confidence.

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

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

Response: 26.82

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

## 2.3 Teaching- Learning Process

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

#### Response:

#### Participative learning:

Our institution follows participative learning to provide the students with an enriched and integrated learning scenario lively. As part of it, industrial visits are conducted by various departments. Projects are also undertaken by the faculty. This provides them with a chance to showcase their skills and helps them achieve practical experience. In class rooms by dividing students into groups, which enables them to process information thereby enhancing practical skills. The faculty appreciate the students' participation and help them articulate their ideas more clearly by fostering healthy and friendly groups. Study groups are also created for students to discuss various topics.

#### Experiential learning:

The students are allowed to take seminars on various relevant topics to equip them with teaching skills and to make them confident. They are also encouraged to organize academic oriented programmes at departmental level which help in improving their leadership quality, communication skills, interpersonal relationship, presentation skills, personality development etc. In the curriculum, practical knowledge is provided to students in this area by encouraging them to plant trees and vegetables. The college also boosts these activities. The department of Commerce and the Science departments conduct practical sessions. Botany maintains a botanical garden which helps the students study rare plants and do research on it. Laboratories help in bringing science into action.

#### Problem solving method:

The faculty make the students identify a problem, determine the cause of the problem, select alternatives for solving it. Problem solving always motivates our students to achieve better results and improves their ability to deal with complex situations. It promotes coordination among students. This problem-solving strategy is adopted by the teachers especially in the tutorial hours. In groups and ideas are elicited so that better solution can be brought out.

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

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

#### Response:

The campus provides ICT facilities to the faculty to provide effective learning. E-learning class room with the following facilities is a remarkable identity in the college.

- Digital Podium: It helps the faculty to discuss a topic with videos and power point presentations. Moreover internet facility connected to the digital podium enable students to receive, up to date information. Presentation skills of the students get enhanced because of the interactive classes led by the students using the facilities in the e-learning class room. Headset with blue tooth hub makes the students to interact effectively
- Networking Laboratory enable the students in collecting the information related to the modern research that provides effective completion of the end semester project. The research activities of the PG departments undergoes tremendous growth with the help of the Networking laboratory. Both e-learning class room and the Networking lab was set up by using the fund of DST-FIST,
- Lecture Capturing System: Lecture Capturing system in the library block is an opportunity to the faculty to record the classes. This helps the students to go through the learning aspects repeatedly.

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

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

**Response:** 26.82

#### 2.3.3.1 Number of mentors

Response: 51

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

## 2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 50.03

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

2019-20	2018-19	2017-18	2016-17	2015-16
33	28	27	25	22

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

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

Response: 8.33

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

Response: 425



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

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### Response:

In 2010, the University of Kerala introduced the Choice Based Credit and Semester System (CBCSS) in the UG and PG courses. Grades were introduced to assess the level of performance of students. In this system open courses are compulsory. Our institution is taking all the steps to make the system effective and fruitful to students. The system was introduced in 2013.

At the beginning of first degree programme, an orientation class is conducted for the students of all departments. Admission coordinator, teaching faculty, parents and all the students attend the programme. The tutors of each department ensure that all the parents and students attend the meeting. In this session, parents are informed about the rules and the semester system. Subsequently, in the first class itself time table and rules are intimated to students and their doubts are clarified.

The Continuous Evaluation (CE) of the students is done and marks are given to the students on the basis of assignment and internal test. Attendance statement prepared by each department is forwarded to the University. Assignments/ seminars are evaluated by the teachers and internal exams are conducted as per the academic calendar. In each semester an open course is offered by each department. Hence the students get an opportunity to attend the course of their own, thereby acquiring a different perspective. Projects, a part of CBCSS, enhance the practical knowledge. Project guides are allotted to each student who supports the students in completing their project work. It is also mandatory for the students to participate in the activities of the clubs for extension activities such as NSS, NCC, Literary club, Media club etc. This helps them develop leadership skills and enables them to interact with peers and community. An industrial visit is also conducted by each department annually. There is a College Level Monitoring Committee (CLMC) to monitor the teaching learning process at the college level and a Department Level Monitoring Committee (DLMC) to monitor the teaching learning and evaluation process at the department level. The institution takes necessary steps to improve the learning ability of the students. It enables the teachers to categorize students as slow learners. CE also covers different aspects of students' growth and development. Together, this makes the process systematic and transparent.

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

#### Response:

2.5.2	<b>Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient</b>
	<b>Upload a description not more than 500 words</b>

**File Description: ? Any additional information ? Link for additional information**

Being an integral part of our instructional process, internal assessment and evaluation illustrate the internal evaluation is done on the basis of three criteria: attendance (5 Mark) assignments /seminars

Attendance – A minimum of 75 % of attendance is required to appear for the University examinations. Attendance is maintained for each class under the custodianship of class tutor. Adhering to this, an attendance sheet is maintained month and is exhibited in the department notice board. This is done to reduce the discrepancy in the attendance recorded. Consolidated attendance statement of all the departments is submitted to the Principal and the students who have at least 65% of attendance, but short of minimum attendance, are allowed to reappear in the next semesters and a maximum of two chances. Special attention is given by the faculty in ensuring regular attendance. Letters are collected to make them more accountable in attending classes.

Seminars/ Assignment: Seminars are given to students considering their interest. Instructions are given to consult journals and reliable internet resources. Students consult the faculty to clear any doubt they may have. The presentation by students are strictly monitored. After each presentation questions are raised by the faculty in answering these. Assignments prepared by the students are valued and questions are asked to the student for evaluation process.

Internal examination: Staff council meetings are conducted to decide upon the dates of internal examinations. Question papers prepared by the concerned faculty and verified by the HoD are handed over to the examination institution. The examination timetable is intimated to the students well in advance and examination invigilation duties are assigned to the faculty members. The continuous evaluation (CE) marks is published and is also obtained. Any discrepancy raised by students is referred to the Department Level Monitoring Committee. Necessary steps to settle the grievances of students and finally the class tutors upload the consolidated marks.

We focus on curriculum embedded assessment and through continuous evaluation strategies to accommodate different needs and learning styles of students. Our institution is trying to encourage student participation and coordination among faculty members.

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

## 2.6 Student Performance and Learning Outcomes

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

**Response:**

The college is affiliated to the University of Kerala and we adhere to the syllabus, rules and regulations and academic calendar framed by the University of Kerala. The institution runs nine UG courses and three PG courses. The rules and regulations of the college, the functioning of different student clubs, and the particulars of each program are stated clearly in the handbook and in the college website

At the commencement of each semester, each teacher conveys to students, the niceties of the courses offered by them. The students are also informed about the parameters adopted for continuous evaluation. The faculty adopts strategies for an eclectic classroom and tries to make the sessions interactive. This makes them adaptable to the new milieu and makes them capable in facing the challenges of studying a new subject. Since the students have to choose a course offered by another department for the mandatory open course in the fifth semester, special care is taken by the faculty in explaining the topics to make it devoid of confusion.

The learners are also informed about the desirable and anticipated program outcomes so that they can strive hard to achieve it. The students are encouraged by the teachers to set a goal for life. Career guidance and counselling sessions are organized by the institution to expose students to variety of job opportunities, so that they can go ahead in selecting a career suiting their ability and skill.

The institution strives hard to make each programme more practicable and career oriented to the students. We believe that the students can greatly contribute to the progress of the society when sufficiently motivated.

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

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

#### **Response:**

Our course out come, programme out come, programe specific out comes laid down by the affiliating university and we take utmost care in the implimentation of the syllabus for the academic progress of students. Course out comes are evaluated by our faculty members through surprise test assignment preparation and seminar presentation. Various teaching strategies such as class test ,debate,quiz,group discussions are employed by faculty members which give as a opportunity to evaluate the extend of acquisition of out comes by learners.

Class tutors keeps profile of each students to recognize their skills talents and performance in the previous qualifying exams and it helps to have an overall growth picture of the learners. Each teacher maintains a class record of students in which his attendance, marks of class test etc. are recored to evaluate the course outcome. There is also astrict mentoring system in our institution which enables each tutor to motivate the learners towards their goal. For enhancing communication skill which is important for building interpersonal relationship language lab sessions, debates, discussions etc. are organized in the college. Feedbacks from students are also collected to analyse the strengths and weakness of teaching learning process. Results analysis is also conducted soon after the declaration of end semester exams to understand the programme out come. Post graduates students are motivated towards research programmes inside and outside our state.

Alumini surveys are conducted in order to assess their level of satisfaction and alumini meeting are conducted periodically to know whether they are properly placed in a job. Many of our students are placed as faculty members in educational institutions, as central and state government employee, bank employees and many of them are showing academic excellence in UGC/NET/JRF, UPSC, PSC competitive examinations

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

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

**Response:** 58.9

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

2019-20	2018-19	2017-18	2016-17	2015-16
255	270	277	251	243

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

2019-20	2018-19	2017-18	2016-17	2015-16
465	457	420	433	429

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

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.35

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 16.14

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	13.84	0	2.30	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

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

**Response:** 13.73

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

**Response:** 7

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 4.44

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

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

### 3.1.3.2 Number of departments offering academic programmes

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

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

Our Institution takes care to provide skill and soft-skill development courses to the students and provide training on advanced scientific techniques. Institution ensures highspeed internet access for students as well as teachers. Also, care has been given for providing links to higher education institutes and facilitate networking with professionals, mentors and advisors. The college has organized workshops/seminars and lead lectures such as Human Rights, Entrepreneurship Development Program etc. An active career counselling and placement cell is also functioning in the institution which organize personality development programmes, lectures on placement opportunities and entrepreneurship development programmes. The college also take care to organize short-term skill-based courses for creating career opportunities.

PG Students were encouraged to undertake dissertation works in institutions- JNTBGRI, NIIST etc. which enable them to gain scientific exposure and enhance their research skills. They are also encouraged to attend and present research works in national and international seminars organized by higher education as well as scientific institutions. The major initiatives of information transfer is listed below.

#### 1. Nano Processing Technology

Innovative research on the product formulation on nano fabricated materials has been progressing in the



campus. Both synthetic as well as natural materials were using for the fabrication which finds various applications in the field of food, drug etc.

## 2. Water Analysis

‘Quantitative and qualitative analysis of Field Water’ in and around the campus was conducted with the help of PG students as part of the project work and after completion they have given information to the people about their findings. A water quality testing program was organized for the public In association with Poovachal Panchayat and CWRDM

## 3. Training in Analytical Equipment

PG departments (Botany, Chemistry and Physics) offers training programs in analytical equipment since the college was supported by the funds of DST- FIST and KSCSTE – SARD. Regular training programs were conducting in UV-Visible Spectrophotometry, FT-IR, E-Spin Nanotech Machine, Horizontal & Vertical Gel Electrophoresis, PCR etc. Moreover the samples of research scholars from other institutions are analyzed and due help is given to outside scholars too.

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

**Response:** 14

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	4	0	7

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

## 3.3 Research Publications and Awards

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

**Response:** 1.43

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



Response: 10

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

Response: 7

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

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

Response: 2.93

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

2019-20	2018-19	2017-18	2016-17	2015-16
25	35	32	49	18

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

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

Response: 0.63

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

2019-20	2018-19	2017-18	2016-17	2015-16
14	12	0	4	4

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

### 3.4 Extension Activities

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

**Response:**

The college is taking utmost care to develop social responsibilities by organizing a variety of extension and social outreach programmes and encouraging them to involve in social issues to sensitize them and thereby leading to their holistic development as a responsible social being. The college has active NSS, NCC units as well as various clubs to engage them in a number of neighbourhood community-oriented programmes to develop their social responsibilities and service orientation attitudes. NSS units in the college made a significant contribution in community development programme by adopting a nearby village named Thottampara in Kuttichal panchayat. NSS volunteers visited the village frequently and carried out several socially relevant programmes there as distribution of LED bulbs, distribution of vegetable saplings in grow bags to more than 50 households, and put their physical efforts as manual labour in construction of a house for a poor widow in the village. The students were also engaged in collection and distribution of note books for the village students. NSS units were actively engaged in cleaning and protection of nearby water resources, cleaning of drainages and planting of trees in highway sides. Students were also given exposure to familiarise them with marginalized people in the society by taking them to visits in orphanages and old age homes where they distributed collected clothes and other essentials and attained a compassionate mind to extend helping hands for the poor and marginalized people in the society. Some of the activities are listed below.

Organisation	List of Activities
NSS	<ul style="list-style-type: none"> <li>• Tree sapling planting in the campus and highway sides</li> <li>• Making of vegetable gardens in the campus</li> <li>• Plantain farming</li> <li>• Distribution of saplings in grow bags to nearby villagers</li> <li>• Collection of flood relief funds for other states</li> <li>• Visit to nearby Govt. Taluk hospitals and cleaning their campuses</li> <li>• Visit to environmentally protected areas</li> <li>• Helping in construction of houses for the needy people</li> <li>• Manual labour as input in construction activities for the needy villagers</li> <li>• Raising of funds to help the needy villagers</li> <li>• Blood donation camps</li> <li>• Blood group identification camps</li> <li>• Preparation of blood donor's directory</li> <li>• Medical camps</li> <li>• Cleaning the campus to make it plastic free</li> <li>• Cleaning of nearby ponds to rejuvenate the water resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Drainage cleaning programme</li> <li>• Zero waste campus programme</li> <li>• Campus beautification programme</li> <li>• Village adoption programme which was one of the significant activities of NSS unit</li> <li>• Vegetable gardens in the adopted village as Adukkalathottam programme</li> <li>• Orphanage visits</li> <li>• Traffic awareness, Health awareness, elderly people protection and care programmes and Yoga classes</li> <li>• Training programme on soap making</li> <li>• Celebration of important days such as anti-tobacco day, World AID's environmental day, blood donor's day, International Youth day.</li> <li>• Flash mobs and campaigns on important messages</li> <li>• Training programmes for unemployed women' Art and Craft'</li> </ul>	
<b>NCC</b>	<ul style="list-style-type: none"> <li>• Programmes under Swatch Bharath Abhiyan</li> <li>• Social Awareness programmes</li> </ul>	
<b>Club Activities</b>	<p>Observance of days of international importance</p> <ul style="list-style-type: none"> <li>• Ozone day</li> <li>• Wetland day</li> <li>• Environment day</li> <li>• Ocean day</li> <li>• Biodiversity day</li> <li>• National Science day</li> <li>• Wildlife week</li> </ul>	
	<p>Intercollegiate paper presentation and quiz competitions</p> <p>Training programmes on mushroom cultivation</p> <p>Awareness programmes on abuse of drugs</p>	

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

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

**Response:** 0

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

**Government recognised bodies year-wise during the last five years.**

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

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

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 36**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
8	3	8	9	8

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

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response:** 39.83**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
827	181	610	515	493

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

### 3.5 Collaboration

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

**Response:** 33

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	12	8	5	5

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

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

**Response:** 0

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

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

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

Christian College, Kattakada is an Arts and Science College, under the Society for Education of the SIUC community, Church of South India and registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955. The college is well equipped to cater the needs of students. The College possesses the required infrastructure for its curricular, co-curricular and extra-curricular activities including 36 classrooms, 7 laboratories, 2 seminar halls, one computer lab, class rooms with LCD projectors, a conference hall, an auditorium, library, sports complex, 4 students waiting room and girls hostel provided with a highly student friendly and academic oriented ambience. Besides, it has offices for the N.S.S. Unit, N.C.C. (Boys), N.C.C. (Girls) and IQAC. Free Wi-Fi and internet connectivity are provided to the faculty and students. The Library premises are under CCTV surveillance. It has a large reading room and Digital Reference section that can be used for seminars up to 60 persons. Library is equipped with 120 seating capacity. The Institution has a well-equipped Gymnasium/Fitness Centre and Sports Grounds for its sporting activities. For its cultural activities the College has seminar hall, conference room, and auditorium. The Institution Banking facilities are available on-campus through a full-fledged extension counter of South Indian Bank attached with the campus which also offers ATM facility. The management is committed to continuously improve the infra structure facilities of the Institution.

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

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

**Response:**

A proper infrastructure maintenance system is functional in the college. The required facilities are provided for all the students in the college for their cultural activities, sports, games, gymnasium, yoga etc. A well furnished auditorium is there in the college for performing cultural activities of the students. The auditorium has a capacity to accommodate 1200 students at a time. The Department of Physical Education tries to improve the physical fitness and overall development of the students by conducting various activities. Special care is given for maintaining both physical and mental health of students. Gymnasium facilities are available in the college for both students and staff. The college motivates and encourages students in participating various inter collegiate and national level competitions.

## Highlights

- A neat and equipped fitness centre
- It offers a tradition of victory in many events
- Every year, students are selected for National level competitions for various disciplines.
- Facilities for Indoor and outdoor games
- Well trained college teams for various games

Coaching camps are held for the teams who have prospect in the intercollegiate tournaments.

## Facilities in the college

### 1. Auditorium

### 2. Indoor games

50 x 30 mts is given for indoor games.

- Badminton
- Chess
- Caroms
- wrestling
- wushu

### 1. Outdoor games

- 200 mts track and facilities for all the field events
- Volleyball court – occupies 24 x 15 mts
- kho-kho court – occupies 35 x 23 mts
- kabbadi court – two courts available , one for men and another one is for women it occupies 19 x 17 mts
- Cricket ground - it occupies 110 x 90 mts.
- Hand ball court – occupies 43 x 23 mts
- Basket ball court – occupies 34 x 19 mts
- Football field

### 1. Fitness Centre

This Centre occupies 30 x 13 mts

- 8 station weight machines are available.
- 350 kg bar and disc are available



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

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

**Response:** 48.48

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

**Response:** 16

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

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

**Response:** 66.03

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

2019-20	2018-19	2017-18	2016-17	2015-16
4.10	46.06	2.62	39	4.12

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

## 4.2 Library as a Learning Resource

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

**Response:**

Christian College Central library provides in house photocopy and internet facilities in addition to lending facilities on day to day basis. Having the rich learning resources, library is consulted by many scholars from other universities, industrialists, retired faculty, etc. Furthermore, remote access to the e-resources of the library is also available within the college to its users through access points. The college library provides access to e-Journals, e- ShodhSindhu, Shodhganga, E books and Databases. Being a multi-user platform, one log-in is used by multiple users; hence per day number of users accessing these e-resources is hard to be computed.

The college library housed in a separate building is operational with more than 34,000 books and bound periodicals. It has a large reading room and Digital Reference section used for seminars for 60 persons. The Computer & Reprography Centre (CRC) provides computers with Internet connectivity, Printing and Photocopy facility on college campus. A well-stocked library and computer resource center provide all students access to books, journals and e-resources necessary for teaching, learning and research. Long slender windows in library; nearly eliminate the need for artificial lighting. The Central Library is housed in the college premises in a separate, two storey building which was constructed in 2005 and was renovated again in 2012 with latest ICT while retaining the ambience and making it energy efficient. Library is equipped with 120 seating capacity. Library is **fully automated** with all its subsystems having Reading cum Conference Hall and has Railwire connectivity and Wi-Fi. It has a separate PG Reference section with provision of access to e-resources and a good collection of CD/DVD collection. Library at present is using '**Libmas**' an Integrated Library Management Software on **Windows platform**. This is one of the latest Library Management Software, incorporating latest technologies that enable library to serve its users more efficiently by providing the facility of fetching of bibliographical data, improved user-friendly OPAC interface; Easing out import/export of data; Quick report generation in different formats etc. **Library automation was started** with the purchase of Desktop Server and LIBMAS software **as early as in 2011-12** and it started creating database of its holdings.

With the gradual upgradation of 'LIBMAS' and automating other subsystems, **Barcoding** of documents was done with **Zebra barcode printer** and **barcoded library membership cards** were also introduced in 2017/18. With this the college Library became **one of the first few college libraries of Kerala University which were using barcode technology for circulation**. Periodically list of books and dues are generated in an automated way. Maintaining issue records, missing issues, generating binding lists, etc. are also being done in an automated manner. At present library is providing access to UGC INFLIBNET-NLIST subscribed databases through Wi-Fi and Railwire high speed internet connectivity along with Open Access databases like DOAJ, etc. **User Education programmes** are also organized from time to time for new students and faculty (generally in August –September every year) about library rules and regulations, sections, services, facilities to make best from these provisions.

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

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

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

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

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

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

**Response:** 2.83

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

2019-20	2018-19	2017-18	2016-17	2015-16
4.39	3.26	2.75	2.47	1.29

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

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

**Response:** 37.77

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

Response: 536

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

## 4.3 IT Infrastructure

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

**Response:**

The Institution uses state of the art IT facilities for improving the quality of teaching, learning and evaluation processes. New initiative is taken to convert the college into a cent percent computer literate campus. All departments are provided with a desktop and laptop, with unlimited internet and Wi-Fi connectivity. The campus is also provided with free unlimited Wi-Fi connectivity accessible to students. For office activities office automation is made with the help of IT. In order to make administrative processes user friendly, efficient and transparent IT has been successfully implemented. College management is taking steps to implement Centralised Database and Management Information System for better control. Option for online attendance system is included in our website and will be implemented soon. The campus is connected with Local Area Network. Unlimited Wi-Fi broad band internet connection is provided for all the teaching and administrative activities. College library is fully automated with Railwire connectivity and Wi-Fi. Library at present is using 'Libmas' an Integrated Library Management Software on Windows platform. This is one of the latest IT based Library Management Software, incorporating latest technologies that enable library to serve its users more efficiently by providing the facility of fetching of bibliographical data, improved user-friendly OPAC interface; easing out import/export of data; quick report generation in different formats etc. Library automation was started with the purchase of Desktop Server and LIBMAS software as early as in 2011-12 and it started creating database of its holdings. IT based Barcoding of documents was done with Zebra barcode printer.. With this the college Library became one of the first few college libraries of Kerala University which were using IT based barcode technology for circulation. At present library is providing access to UGC INFLIBNET-NLIST subscribed databases through Wi-Fi and Railwire high speed internet connectivity along with Open Access databases like DOAJ, etc. The College admin updates College website regularly. A college website developer's service is available on demand. The departments of Commerce, Mathematics and Statistics have sophisticated computer labs with an approximate number of 60 computers. LCD projector and ICT tools are provided in library and seminar hall. A contract based-technical assistant is available in the College for handling computer, internet and ICT related issues. The department's faculties make ensure that the IT facilities provided in the class rooms are regularly used by the students. The ICT enabled class rooms are available in all departments.

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

**Response:** 12.55

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

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

**Response:** A. 750 MBPS

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

#### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 9.07

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.35	1.32	0.77	0.89	1.72

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

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

**Response:**

A proper infrastructure maintenance system is existing in the college. The required physical facilities are provided for all the students in the college. Such facilities include Classrooms, Laboratories, Computers, Library etc. The ICT enabled class rooms are available in all departments.

## **CLASS ROOMS**

Each Department ensures that the class rooms meet the standards that are stipulated and whenever possible above par. Every Department periodically performs an assessment and evaluation of its classroom furniture, equipment and consumables. The ICT enabled class rooms are available in all departments.

## **COMPUTER**

The College computers are used for the campus management activities. A contract based-technical assistant is available in the College for maintaining computer and ICT related issues. As dumping of e-waste is identified as a major challenge every effort is taken to minimize the same and entrusting the task with a private agency.

## **LABORATORY**

It is in the Laboratories that new inventions and discoveries happen. It is the testing ground for students where they research and learn for themselves well established facts of science and new possibilities of knowledge. Each Department is encouraged to have state of the art laboratories with all facilities required in place. The department heads have to submit a report at the end of every academic year to the principal on how best the labs were used and how they could be improved. For safety all laboratory equipment's are serviced with professionals only.

## **LIBRARY**

The college library housed in a separate building operational with more than 34,000 books and bound periodicals. It has a large reading room and Digital Reference Section used for seminars for 60 persons. The Computer & Reprography Centre (CRC) provides computers with Railwire Internet connectivity, Printing and Photocopy facility on college campus. A well-stocked library and computer resource center provide all students access to books, journals and e-resources necessary for teaching, learning and research. The library conducts Stock verifications at the end of every academic year and reports are submitted to the principal. The library in the college provides all students access to books, journals and e-resources necessary for teaching, learning and research. Hi speed Railwire internet Wi-fi facility is available for paper free practice. The library has an Advisory Committee which is responsible for effective functioning of the library as per Kerala University / UGC guidelines. The Advisory Committee also looks into budget allocation and purchase of new books and subscription of periodicals.

## **SPORTS FACILITIES**

The Department of Physical Education tries to improve the physical fitness and overall development of the students by conducting various activities. Special care is given for maintaining both physical and mental health of students. Gymnasium facilities are available in the college for both students and staff. The Christian college kattakada motivates and encourages the students in participating various inter collegiate and national level competitions. The grounds and infrastructure facilities required for sports and games are well maintained in the campus.

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

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 87.31

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

2019-20	2018-19	2017-18	2016-17	2015-16
1180	1193	1136	1162	1085

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

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

[View Document](#)

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

Response: 10

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

2019-20	2018-19	2017-18	2016-17	2015-16
137	136	131	129	126



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

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

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

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

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

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

**Response:** 2.21

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	17	107	9	12

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

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances**

**including sexual harassment and ragging cases**

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

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

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

## **5.2 Student Progression**

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

**Response:** 5.85

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	14	42	25	42

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

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

**Response:** 48.82

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

Response: 227

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

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

Response: 6.21

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	2	1	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
39	38	39	39	39

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be**

counted as one) during the last five years.

**Response:** 92

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

2019-20	2018-19	2017-18	2016-17	2015-16
30	10	18	22	12

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

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

**Response:**

Presence of an active Student Union is essential to nurture and develop the leadership and organisational skills of students. The College Union or student council consists of members elected by means of parliamentary election procedure as per the guidelines of Lyngdoh Committee, directed by University of Kerala. College Union Elections are conducted every year to elect Students' representatives through a democratic electoral process and the tenure of which is for a period of one year. The College has a good and reasonable Union fund for its activities, which is partly supported by the PTA.

Two representatives from each UG and one from each PG class are elected. These representatives elect the office bearers for the College Union. The structure of the College Union is as follows, Chairman, Vice Chairperson (reserved for females), General Secretary, Arts Club Secretary, Magazine Editor, University Union Councillors (two), Lady Representatives, Class Representatives and Sports Club Secretary. The Principal nominates a faculty member as the Staff Advisor to guide the student's council.

Apart from organising events of social, political, cultural and environmental significance, the Union acts as the voice of the student community. Union activities include cultural activities, medical support, palliative care, campus cleaning, mid day meal schemes, awareness and training programs, career guidance and other social activities throughout the year. They organise debates, arts festivals, sports day, Onam and Christmas celebrations, observation of various days and other allied activities. Film festivals and exhibitions are also encouraged. Various awareness programs are conducted by the students with the support of the teaching

fraternity.

Regular meetings of the Union members witness healthy exchange of ideas which helps to inculcate a democratic spirit in the students. College Arts Festival and Sports Day are organised every year under the leadership of Arts Club Secretary and Sports Secretary respectively. Winners from the college level competitions are encouraged and trained to participate in the University level competitions. Magazine Editor is helpful in bringing out the College magazine, which is a living record of the yearly activities. University Union Councillors function as the link with the university in various student centric issues.

The College administration also ensures representation of students in academic, administrative bodies and cultural committees in the institution. Representatives of students are members in various official committees of the College, including IQAC. In addition to the Convenor of each club, students are members of various committees like, Student Grievance Redressal Cell, Anti- ragging Committee, Department Associations, Sports Committee, NSS, Antinarcotics Body, Women's Hostel Advisory Board and various clubs which actively function in the college. Students are free to raise their concerns and suggestions in these committees and clubs. The College NSS units function under the direction of the Student Volunteer Secretaries. Junior NCC officer assists the NCC Officer of the college in carrying out parades and programmes. Each Department organizes student initiative programmes like Literary Competitions, Paper Presentation Competitions, Quiz Competitions etc. which in fact helps the students to develop leadership abilities.

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

**Response:** 14.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	13	18	16	21

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

## 5.4 Alumni Engagement

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

#### Response:

An umbrella alumni association named **Christian College Old Student's Association (CCOSA)**, is functioning in the institution, under which every department has individual chapters. They annually conduct meetings of students and encourage them to contribute to the development of the Institution. Many illustrious personages have passed through the gates of this institution. **Padmasree. Dr. Hareendran Nair**, members of legislative assemblies of the current state assembly **I.B Satheesh**, and **Sri. Ansalan** being just a representation. The departmental chapters facilitate and encourage alumni meetings, by coordinating their activities. Current heads of departments along with all faculty members actively take part in the meetings. The meetings are generally chaired by the incumbent heads, and usually involve cultural presentations by the students and their families. Many department groups unite and provide service during natural calamities, provide help in cash and kind to deserving students and their families, people in distress. During the covid period many such groups collected and distributed television sets and mobile handsets to needy students to enable them to attend online sessions. Thus the firm grounding they received while in this institution, and its guiding motto, "Enter to learn, go out to serve", has provided a lamppost for them to help themselves and others. The alumni associations are thus acting as messengers of change in the society, wherever and whenever they can, thus fulfilling the important unwritten aim of education.

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

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

**Response:** E. <1 Lakhs

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

Christian College, Kattakada an institution managed by the SIUC community of South Kerala Diocese of CSI, which has a rich heritage in the awakening of the educationally and socially backward communities in the southern part of Kerala.

##### Motto

**‘Enter to learn, go out to serve’**

##### Vision

The college commits to maintain high educational standards to foster and inspire the students to success and to equip for diverse job opportunities.

##### Mission

The major concerns of the college are to elevate our college to a center of high excellence, create an enriched learning environment that empowers our rural students to transform their lives by imparting quality education and train the students to be responsible citizens who are conscious in affirming their commitment to God, to society and for the good cause of humanity.

The motto and our commitments are well reflected in the leadership and decision making process of the institution.

Bearing the rich heritage of more than half a century in the rural area, the college has gifted a lot to the society.

##### TEAM WORK:

The governance of the college is always in tune with the mission and vision of the college. **‘Together we can’** is the dictum which we follow in the administration of institution. The team work, decentralization of power and collaborative work of teachers, students and stakeholders in administration bring excellent outcomes in the teaching learning process. They together place the college in one spirit and work together to achieve its mission and vision. The team spirit and cohesion among the staff members has proved that **‘we can’** reach the glorious heights by amalgamating the activities of all departments, committees and clubs, including NSS and NCC. The college introduces new courses, add-on courses, certificate courses and other job training programs to equip the student community to face the challenges of the job market. The statutory bodies like College Council, IQAC, are closely monitoring the effective implementation of academic activities and suggest appropriate measures to identify and fill the lacuna.

## **THE SOCIAL COMMITMENT:**

The College always upholds the democratic principles to ensure the participation of teachers, students and the society in the diversified activities of the college. The co-curricular and extracurricular activities are bearing the link of society ridden and link the campus with society. The programs under taken by NSS, NCC, students union, various clubs are nurturing the ethos of society through which they aimed to make the students as useful citizens. The research projects, seminars and extension activities of different departments are always generating knowledge and to disseminate it to the society. The clean and green environment of the campus is our commitment for continuous environmental improvement and aims to make part of the life and is also ethos of the college. The development of civic sense and a commitment to the marginalized is ensured through regular interactions with people engaged in palliative care and orphanage work would be something really praise worthy.

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

#### **Response:**

At the operational level, the institution follows the principle of participatory governance and decentralization. The administrative power of the management is delegated to lower levels resulting in the participation of all stakeholders in the governance of the college.

The Bishop of South Kerala Diocese (SKD) is the Chairman of the institution and the Manager assists him for the smooth and efficient functioning of the college. The College Governing Council (CGC) consists of the Bishop, office bearers of SKD, and other representatives from the management apart from the Principal. The CGC monitors the overall functioning of the college and provides necessary guidance. The CGC also sanctions financial aid based on specific requirements of the college.

The Principal, is the Head of the Institution, who co-ordinates the academic and administrative activities of the college. He being the chairman of the staff council, all the department heads (HoD) and the administrative office report to him.

#### **Case study: Automation of the Library**

Example for the decentralization and participatory management in our college is the introduction of automation in the central library. The central library was made fully automated in 2018 with complete barcoded documents and started using Libmas software for the issue and return of documents. Users can search documents using Online Public Access Catalogue.

The Library automation process was initiated by the Principal of the College. He placed the proposal before the library committee narrating the benefits and necessity of automation of the library. The Library Advisory Committee consists of the Principal, Library Committee Chairman, Librarian (who is the convener), three faculty members and student representatives from the College Union and Junior Superintendent. The committee is responsible for monitoring the functioning of the library, purchase of library equipment, looking after the welfare of students, preparing working guidelines for effective functioning of the library.



The Library Advisory committee directed the Librarian to prepare a master plan for the automation and it was submitted before Library committee. The committee thoroughly discussed the proposal and accepted it and forwarded the same to the college staff council. The council was convinced of the importance of the new system and endorsed the plan. Then the proposal was submitted to the management. The college manager placed the proposal before the college governing council with a plan of action for the accomplishment of the project.

In the discussions that ensued, the managing council emphasized the necessity of the automation of the library. The council unanimously decided to introduce the system in the library and allocated sufficient fund for the introduction of the system. The council chalked out a strategy under the supervision of the Manager, Principal and the Librarian. For effective automation works, the Principal implored the active participation of the Library Advisory Committee. The team work of the management, library committee, teachers, staff and students were of much appreciation in its implementation.

The effective sharing of responsibility from top to bottom and participation of all the stakeholders had enabled the automation work to complete success.

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

## 6.2 Strategy Development and Deployment

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

#### Response:

The primary motive of Christian College Kattakada is **‘Enter to Learn, Go Out to Serve’**. The College is trying it's best to achieve this noblest aim.

A particular feature of our College is that, it is located in a rural area where all the educational needs of the students are not fulfilled. Usually the students with higher economic capabilities depend on the institutions located at Thiruvananthapuram city for higher education. But the condition of economically backward students is pitiable and pathetic. They are very talented; but the facilities for higher education and coaching for entry into service are very scarce in general. About 90% of the students of Christian College, Kattakada come from very poor economic background and hence they are unable to attend the coaching Centre’s. Our College takes stern steps to overcome these difficulties of the students and has organized Civil Service Coaching Programme within the campus.

As a primary step of the programme, motivation classes and awareness classes are being conducted. Proficient Teachers in this field are invited and gives enough guidelines for the preparations. Interested and talented students have been admitted from various disciplines and an organized regular Civil Service Coaching Class in collaboration with ECHO Civil Service Club Thiruvananthapuram is being conducted since 2019 January. The classes are arranged on every Saturdays from 10 AM to 3.30PM and Teachers

from ECHO conduct the classes according to a particular time table and based on Civil Service and KAS (Kerala Administrative Service) syllabus. Regular test papers, question paper discussions, mental ability tests, reasoning ability tests etc. are practiced besides the class. A monthly fee of Rs.750/- is collected from the students which are utilized as the remuneration for ECHO teachers.

The primary aim of this programme is to achieve not only Civil Service or KAS but also to enter into any of the government jobs. Students enthusiastically attend the classes and are attempting Kerala Public Service Commission Tests with greater confidence. On their demand, some of the remedial classes are also being arranged on week days.

College Principal and Staff members have given the fullest support and is allotted a separate classroom for the programme. Computer based Training facilities has been arranged for effective teaching – learning process. There is no doubt that our students will attain Civil Service or KAS and highest jobs under Kerala or Central Governments.

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

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

**Response:**

The manager is in charge of the College who acts on behalf of the Society for Higher Education of the SIUC community of the C.S.I. South Kerala Diocese. The society for Higher education, the owner and proprietor of the institution consists of Bishop(Chairman of the College), Officials of South Kerala Diocese, The Secretary and the Manager, takes all important decisions regarding staff appointments, constructions, starting of new courses, Management Quota Admissions, beautification, repairs, maintenance and renovations needed in the campus.

Principal is the academic and administrative head of the institution, manages the functions of the college at different organizational hierarchy by certifying maximum participative and decentralized manner. The statutory and non-statutory bodies are created in the administrative structure on the university and government guidelines to give administrative leadership to the institution. The Principal delegate responsibilities to the heads of departments and co-coordinators of various committees.

The IQAC constituted as per the UGC guidelines includes the entire HoD’s and the representatives of the stakeholders- alumni, local body, management, students etc. The Cell systematically documents all the activities and collects feedback from students also. The IQAC assures the maintenance of quality and excellence in teaching learning process through organizing programmes for faculty, non-teaching staff and the students.

Bursar, appointed by the management takes care of the daily affairs and upkeep of the physical infrastructure of the college.

The Administrative Assistant coordinates the all the administrative matters of the office. The office consists of two wings viz, accounts and establishment sections and also manage the matters relating to faculty and students.

There are different cells, clubs and committees for the smooth and efficient management of extra-curricular and co-curricular activities of the institution. The lists of bodies include CLMC, DLMC, Right to Information Cell, SC/ST/OBC Cell, Anti-Ragging Cell, Grievances and Redressal Cell, Anti-Narcotic Cell, Purchasing Committee, Library committee, Research committee and each clubs were placed under the charge of a faculty.

The PTA and an Alumni association effectively functions in the college.

Internal and Examinations are coordinated through different examination conveners.

Democratically elected College Union ensures co-operation and participation of the students in the endeavours undertaken by the college.

The college is an aided management college affiliated to the University of Kerala. Therefore we strictly follow the rule and regulation of the UGC, Kerala University of Kerala and Government of Kerala.

The teaching and non-teaching faculty has the benefits of GPF/GIS/SLI/Gratuity and Casual/Earned/Medical/Maternity/Paternity/ Compensatory Leaves.

The Management conducts the recruitment of teaching and non-teaching staff by following the university norms and government rules. Promotions are based on the service and merit stipulated by the Government.

The Management ensures justice and fair treatment to all stakeholders. In this regard the Staff Grievance Redressal Committee and Students Grievance Redressal Committee functions effectively to address the concerns of the staff and students.

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

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

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

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

<b>File Description</b>	<b>Document</b>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

Under the initiative of college IQAC, a number of orientation and training programmes for teachers and non-teachers were organized for imparting advanced teaching methodologies and office management skills.

The Principal grants permission to the teaching faculty to take up research activities. Duty leave is granted for paper presentations and participation in seminars, workshops, refresher and orientation courses. Separate staffroom is arranged for each department with internet connected computers and with allrest needy facilities.

The staff club organizes staff tour, cultural programmes, celebrations like Onam and Christmas and provides feast to all staff on such occasions. The staff club is extending helps to members in need. The college arranges grant send-off meeting to the retiring staff and inviting all the retired staff for having an interaction among the generations of teachers. It also ensure a harmonious and cordial working environment within the college.

The physical education department maintains and supervises a gymnasium and yoga centre to ensure the health and mental welbeing of the staff.

The college maintains two buses under PTA provide transportation facilities for staff and students. Lady staff members are permitted to stay at theGirls' hostel.

A staff grievance readdressal cell is effectively working in the college. Separate vehicle parking area is provided for the Staff members. Free medical check-up is given to the staff members in every year.

An employee's cooperative society is operative in our college. The staff can avail the subsidies for stationery and Xerox from the cooperative store. Departmental expenditure is extracted from the department fund. The PTA also bears expenses for the salary expenses of menial staff.

In the management quota admission, the children of the staff members are given priority by considering the merit of the case.

The management maintains sufficient drinking water facilities, Adequate wash rooms such as toilets, wash basins with taps and taps on stand pipes too in the campus.

A Canteen Unit that functions in the campus provides staff and students hygienic, homely and nutritious

food. Food and snacks are served in a reasonable price.

**Statutory Benefits:**

Employees can avail the statutory benefits prescribed for the state employees by the government of Kerala.

Maternity or paternity leave and other eligible leaves are provided with permission.

Medical reimbursement Scheme refunds the medical expenditure of employees and their dependents.

An anti- sexual harassment cell for addressing complaints regarding sexual harassment is active and functional.

Provident Fund facilities are provided to all staff.

House Building Advance provided to the employees at interest rates lower than that of the market rate.

The entire staff is covered under the Group Insurance (GIS), State Life Insurance and Group Accident Insurance (GPAI) schemes of the state government

Leave Travel Concession has been granted subject to rules and regulations; the travelling expenditure of the employees to any place in India is refunded.

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

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

**Response:** 0

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

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

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

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

**Response:** 0.6

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

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

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

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

**Response:** 12.62

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	12	0	6	7

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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



**Response:**

The College follows an active self-appraisal system for assessing the professional effectiveness and academic excellence of the staff. It has been accomplished through a comprehensive strategy evolved through different yardsticks designed by the IQAC, the Stakeholders and the Management.

The performances of the teaching and non-teaching staff are evaluated on the basis of separate indicators. The benchmark for the evaluation in the case of teaching faculty are academic excellence, API scores and the productivity received by the students, whereas skill and target oriented completion of work is marked for non-teaching staff.

The IQAC constituted in the college takes the effort for conducting academic audit every year keeping with the UGC norms .The performance report submitted by each department is audited and verified by a peer team which consists of the faculty from the neighbouring departments. Further the experts from each discipline at the university level and administrative expert of a higher level consolidate these reports .This report serves as a benchmark for setting higher standards and morale in the functioning of the college.

Each faculty member prepares a self-appraisal based on the UGC guidelines (*the PBAS format for API score*) stating their academic achievements, training programmes undertaken, extension activities etc. This becomes mandatory as an expert committee constituted by the university reviews and recommends for promotions to the next grade.

The feedback received from the stakeholders are held highly by the institution. Under the initiative of IQAC separate feedback forms are issued to the students and the parents. In the end of every academic year the students are assigned the task of assessing the teacher's quality of teaching, communication skills etc, along with the various programmes conducted during the time period by assuring them the obscurity of their response. PTA meetings are organized at least once in every semester and an overall of two meetings a year. The PTA executive meetings analyses the success in achieving the objectives based on the feedback collected from the parents on the performance of the staff. These meetings and feedbacks are recorded properly and handed over to the Principal for further action. The common suggestions that evolve through these deliberations are discussed in the college council also.

On the basis of the academic parameters the IQAC evaluates the self-assessment forms received from the teachers, and other stake holders and give them the Faculty Performance Grade. The reports received after evaluation will be shared by the Principal to the teachers individually and department wise with proper directions for further improvement.

The success of the system relies to a great extent on the office staff. The administrative officer submits periodic report to the Principal about the performance of the non-teaching staff. Their performance is assessed on the basis of eminence in effort; time bound completion, and commitment to procedures and guidelines. A separate Performa has been used by the students and parents to evaluate their performance.

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

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

The College maintains a well-structured audit and accounting system. Since the institution is a government aided college, both government and management are steering the audit on their own accounts.

#### Internal Audit

The Bursar is the finance comptroller of the management who keeps the financial expenditure of the management. He is the custodian of the college development fund. The financial disbursement is done only after verifying all the supporting documents. The internal body for financial audit is normally appointed by the governing council of the college and the audit takes place as per the directions from an external registered auditor.

The PTA and Alumni are two formal associations active in the institution having independent sources of income. Their internal audit is carried out as per the laws of the organizations.

At the office level there is a well-structured accounts system which operates in the government pattern. It is headed by a head accountant who looks after the monetary system of the college. There are committees like purchase committee, library committee etc, which meets regularly to decide the fund allocation for different departments. The funds received from various government schemes are allotted by the Principal and are disbursed and monitored through the college office. A committee chaired by a senior faculty will conduct the internal audit of the funds spend through this means.

#### External audit.

The government and other chartered accountants carry out the external audit in the institution. The CA firm appointed by the management committee visits the college and verifies the accounts. The report prepared by the team is submitted to the college governing body. The accounts of the PTA and Alumni are also audited by the CA team. The report submitted by the audit is placed before the executive committee and the general body of the respective organs for the approval.

The government funds and grants and special grants from UGC, RUSA and other bodies are subjected to strict auditing by government agencies. The Directorate of collegiate education is doing timely audit on the funds and grants received from the government, the amount related general revenue of the government, utilization of such amount, the account registers etc.

The audit team of Accountant General Office visits the college to audit the amount received from the government, UGC and central agencies and to assess how they have been spent. The college and the governing committee examine the audited reports and try to rectify the notified mistakes.



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

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

**Response:** 130.7

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

2019-20	2018-19	2017-18	2016-17	2015-16
23.88	29.94	28.02	24.86	24

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

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

**Response:**

Christian College Kattakada is a government aided institution affiliated to the University of Kerala. We have 45 teaching and 20 non-teaching staff members and they are receiving remuneration from the Kerala government. They are receiving salary directly through their Bank account. The government agency named SPARK helps to disperse the amount.

The government also extends their financial help to the students through E-grants for which they have to apply online during the admission time. Their burden of tuition fee and examination fee are thus exempted by the government. The SC/ST students are directly supporting the government through SC/ST welfare department.

Research funds from various agencies like UGC, FIST etc. are also utilizing for the growth and development of our College. UGC provides various funds for the conduct of National, International seminars, Research and Extension Activity, Infrastructural Development, Scientific Experimental Tools etc. Those amounts are utilized for the same purposes.

College PTA plays a vital role in the resource mobilization. We sometimes collect a fixed amount from the

parents of students which is utilized according to the PTA Committee decision.

College Management also sanctions a particular amount for every academic year and which is fully utilized for the daily expenses of the College and for the development of the Infra structure and for making the institution future ready. College Manager and Bursar look after the physical administration of the College, like maintenance works, electricity bill payment, internet bill payment etc.

Christian College has a girl's hostel, constructed with UGC funds and accommodation facilities are available for 120 students. College Hostel Warden collects a fixed amount from the students for their food and accommodation. All the above mentioned funds are liable to audit.

Continous efforts are based by the management to ensure that the Institution does not lack in anyway in providing the best facilities available for the students and the members of the faculty so that learning happens in an updated ambience.

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

## 6.5 Internal Quality Assurance System

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

#### Response:

IQAC, maintains a perfect record and execution of the Learning Management System in all processes right from administration, admission to examination. All research that is going on, is well with the government aided funds too is audited. The teaching-learning and knowledge exchange programs are well managed and the results and outcomes well maintained with the help of internal audit done by our expert panel. For this a teaching plan, assessment record and student profile is filed and studied. The Internal Quality Assurance Cell took diverse initiatives for conducting different activities based on quality orientation to improve the eminence of the college.

The faculty assesses the learning levels of students and follows different strategies for slow learners and advanced learners by adopting the following ways:

1. Assessing the score of qualifying examination
2. Asking scaffolding questions to ensure understanding of the concept/topic dealt with.
3. Asking students to reflect on their lessons in black and white.
4. Conducting weekly class tests.
5. Frequent teacher- student interaction to understand the hitches in the learning process.

The campus provides ICT facilities to the faculty to provide effective learning. E-learning class room with

the following facilities is a remarkable identity in the college.

- Digital Podium
- Networking Laboratory
- Lecture Capturing System

### MERIT AWARDS

Merit awards are given to the students who secure top ranks in the University Examination during the College day Celebration. The award is provided for both UG and PG top scored students.

### RANK HOLDERS: UG AND PG PROGRAMS

YEAR	Top scorers of various departments
2015-2016	<ul style="list-style-type: none"> <li>• Chithra O.S. - III Rank (85.42 %) -MSc Botany</li> <li>• Simi - V Rank (87.94%) - MSc Chemistry</li> <li>• Reshma John - I Rank (91.00%)- BSc Botany</li> </ul>
2016-2017	<ul style="list-style-type: none"> <li>• Ms. Pravitha Mol L. - II Rank (86.72%) -MSc Botany</li> <li>• Ms. Gopika (84.72%) - MSc Chemistry</li> <li>• Vijayalekshmi- II Rank(89.47% ) - BSc Botany</li> <li>• Gopika S.- 95.08 % - I Rank BSc Chemistry</li> <li>• Dhanya P.S.- II Rank (83.10%)-BSc Statistics</li> </ul>
2017-2018	<ul style="list-style-type: none"> <li>• Ms. Roshni A.S. - MSc Botany- 86.00%</li> <li>• Ms. Lekshmi S. Nair- MSc Chemistry- 87.72%ü</li> <li>• Drishya S.S. - MSc Physics- 84.00%ü</li> <li>• Haritha J. Hari- BSc Botany – 87.50%ü</li> <li>• Greena V. - BSc Chemistry – 87.47%ü</li> <li>• Anjana B. Chandran-BSc Physics- 89.60%ü</li> <li>• Parvathy Mohan L. - BSc Statistics – 92.70 %ü</li> <li>• Ms Sreelekshmi S.- BSc Mathematics-95.61%ü</li> <li>• Lincy Pushpam - BSc Zoology – 88.11%ü</li> <li>• Viji V.V. - BA History – 74.65%ü</li> <li>• Raji C.R.- BA Economics – 77.34%ü</li> <li>• Anoop M.- BComü</li> </ul>
2018-2019	<p>Ms. Vaishnavi Chandran A.V. - 92.98 %- BSc Chemistry-II Rank</p> <p>Ms. Arsha K. Jayan – 98.08%-BSc Mathematics-III Rank</p> <p>Ms. Ashwini N.- 90.71% - BSc Statistics-IV Rank</p> <p>Ms. Linsa L.- 81.8%- BA History-I Rank</p>
2019-2020	<p>? Ms. Sajitha, V.S. BSc Botany (91.7%)-II Rank</p> <p>? Ms. Stella P.T., BSc Physics (93.73%)- II Rank</p> <p>? Mr. Neeraj S., BSc Mathematics (97.87%)-III Rank</p> <p>? Ms. Parvathi A.S., BSc Statistics (91.01%)-II Rank</p>

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

**Response:**

Proposal	Action taken
Curricular aspects	<ul style="list-style-type: none"> <li>• Recognized the Department of Botany as Research centre</li> <li>• BSc Zoology started on 2014-2015</li> <li>• BVoc courses were sanctioned by UGC</li> <li>• Started 10 certificate courses</li> <li>• Value added courses started – Yoga and meditation, Agarbathi making</li> <li>• Proposal submitted for new courses of MSc specialization in Ethno Botany, Pharmacology, MSc Mathematics, MCom BA English and BSA psychology</li> <li>• Implemented teaching plan and assessment record, Student and Faculty satisfaction survey</li> <li>• Academic and administrative auditing of documents</li> <li>• Student satisfaction survey conducted</li> <li>• Feedback collected, analysed and action taken report available in the IQAC</li> <li>• Introduced Learning Management System (LMS)</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Faculty engaged classes using google classroom, skype, edpuzzle, teletext, Geogebra, Ynow (You know a wiki and Fage-math.</li> <li>• Library facilities enhanced by increasing collection of books</li> <li>• Library automation was completed</li> <li>• Special programs for advanced learners : ASAP and WWS, Slow learner</li> </ul>

	<ul style="list-style-type: none"> <li>remedial coaching has been implemented.</li> <li>Faculty improved their profile ( more than 50% faculty are PhD's)</li> <li>Centralised continuous internal examination system</li> <li>Analysed the attainment of programme outcomes and course outcomes</li> </ul>	
Research Innovation and Extension	<ul style="list-style-type: none"> <li>Research projects received from the following governmental agencies (KSCSTE-SARD, KSCSTE-SRS and UGC)</li> <li>Department of Botany has been upgraded as research centre under the Government of Kerala</li> <li>6 teachers recognized as research guides</li> <li>Number of research publications, book chapters, national and international proceedings has been increased</li> <li>Bagged certificate of Appreciation for NSS activities on 2015-2016</li> </ul>	
Infrastructure and Learning resources	<ul style="list-style-type: none"> <li>Started construction of Arts block</li> <li>Digital Library system was introduced</li> <li>E-learning class room and Networking Lab were introduced</li> <li>More number of ICT enabled classrooms were increased</li> <li>Instrumentation facilities in PG departments</li> <li>New toilet block for boys and girls</li> <li>Setup new hall for Yoga and examination</li> <li>Solar panels, water heater systems, pad vending machine with incinerator and college bus</li> </ul>	
Student Support and Progression	<ul style="list-style-type: none"> <li>Alumni meetings in all the departments</li> <li>UGC/NET, KAS, IAS coaching classes for students</li> <li>Scholarships/ freeships to the students was increased</li> <li>College hosted half marathon by the University of Kerala</li> <li>Students represented in the national level body building and wrestling</li> </ul>	
Governance leadership and Management	<ul style="list-style-type: none"> <li>Staff retreat organized in all the academic years</li> <li>Faculty Development Programme organized</li> <li>Training programmes for teaching and non-teaching faculty</li> </ul>	
Institutional values and best practices	<ul style="list-style-type: none"> <li>Palliative initiative programmes organized.</li> <li>Village adoption program-Thottamparavillaga</li> <li>New house constructed for a needy student</li> <li>ORIGIN – charitable society by the Department of Statistics, Christ Church, Kattakada</li> <li>Supporting hands – food for needy</li> </ul>	

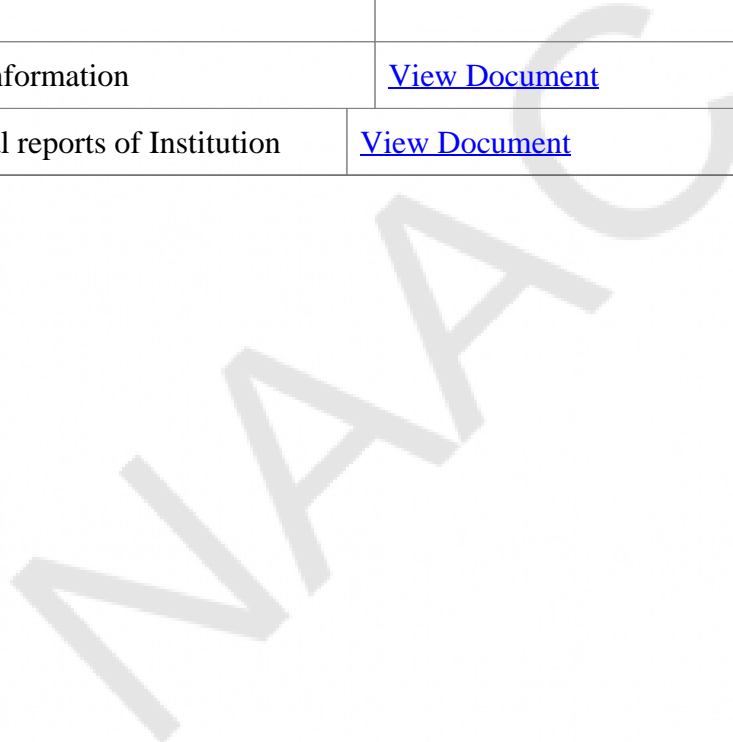
File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

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

**Response:** D. 1 of the above

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



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

##### Response:

##### 1. Safety and Security

The college is very keen in upholding the safety and security of all the students and very specially the girl students and the women faculty members. The following practices are being done in this regard. A 24 hour security system is available on campus. Lady securities are employed full-time for ensuring girl students' safety. Pink police patrolling van periodically visits the campus with women police personnel ensuring surveillance. The discipline committee is continuously monitoring the security system on the campus. ID cards and uniforms are given to all the students. The college has a separate lady's room for girl students. Necessary actions are taken if the violation of discipline is reported. To build up confidence several workshops and programs are organized for girl students. The college has an Internal Complaints Committee to take necessary action on sensitive issues of the girl students which helps to ensure their vibrant presence. The entire campus is covered under CCTV cameras. The footage of the recording is kept track of and necessary actions are taken, if any suspicious activity is observed. The college staff is assigned campus supervision to maintain discipline on the campus. The college has adopted a mentor-mentee scheme to meet the individual problems, both academic and personal, of the students. College organizes talks of eminent persons to create awareness on legal issues, health and hygiene, and other special lectures, exposure programmes, self-defence training etc for girls periodically to ensure equity. Girl students are encouraged to take up admission here and complete their courses for a better future career. As a result, nearly 65% of students are girls and this itself is a clear sign of the institution's policy of upholding gender equity. The college has hostel facility exclusively for girl students. Financial assistance is given to girl students in the hostel as well as day scholars from financially backward families. The Institution is also aware that Gender rights are basic human rights and ensures that there is zero tolerance to any violations.

##### b) Counselling:

Rev. Dr. T.B.Premjith Kumar and Dr. Prathibha K are the counsellors. Women cell of the college also organizes important activities associated with the counselling of the students. The mentors too follow the overall development and progress of the mentee by providing personal counselling at different stages.

##### c) Common room:

The institution has provided separate common rooms for boys and girls. The common rooms have essential amenities. The multi-purpose Girls' Amenity Center in the college is a great help for girls to rest and relax. Sanitary napkin vending machines, toilets, stationery outlets, etc. are provided within the amenity center and the ladies' washrooms. First aid boxes and grievance boxes are also arranged on the campus to make the girl students comfortable. There is a well established grievance redressal system where reporting and addressing of gender related violations are done with utmost seriousness and sincerity.

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

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

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

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

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

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

**Response:**

**Solid waste**

The motto “**Reduce. Reuse. Recycle**” has been implemented in our institution.

**Plastic-Free Campus.**

The college has adopted a Green Protocol to deal with the issues of waste management on the campus. Reducing waste generation is a regular practice on campus. Students and faculty are encouraged to use steel lunch boxes and steel bottles. Several programmes are held as zero waste initiatives. In several such events plastic carry bags, disposable cups, plates and tissue papers are reduced at most. Proper maintenance of infrastructure and timely repair of the furniture is done to minimize solid waste. Paper is the major source of waste generated on the campus. Paper waste generated is separated into recyclable and non-recyclable and is sent to the local traders. Online submission of assignments has been promoted to reduce the use of papers. The college office is progressing towards a Paperless Office. All the departments have their respective department e-mail ids. The communication between the staff has to a large extent become online. The use of cloth bags and other eco-friendly bags was promoted. The library has to a large



extend become digital. Separate bins are kept for organic waste and non-biodegradable ones. The incinerators installed in the washrooms provide hygienic and scientific disposal of non -biodegradable toilet waste. A vermin-compost pit and fertilizer compost pit are maintained for converting organic matter to manure. A biogas plant on the campus helps in managing solid waste generated on the campus. The remains of the biogas plant are used for organic farming and as fertilizer for gardening purposes. The used plastic containers are sold to local traders. Pipe compost is maintained to manage solid waste which is used as fertilizer in gardening.

## LIQUID WASTE

The science labs deal with the chemical waste generated by collecting and disposing of it in separate water tanks after neutralizing. All chemical waste generated in the lab is collected in a separate receptacle.

Acid/alkali wastes are released into the environment only after making it environment friendly by neutralizing. Chemicals having hazardous and toxic effects are identified and micro-scale experiments are designed to avoid or to minimize the use of such hazardous chemicals and toxic metal ions. Storage of strong acids is done in a separate room. Water is reused for gardening purposes and groundwater is re-charged using water recharge pits.

## E-WASTE

### **Provide Weblink to :**

The College has collaborated with an external agency for the maintenance of electronic equipment and disposal of e-waste.

Geotagged photos of Vermi Compost etc

File Description Document

Any additional information View Document

Link for Additional Information

View Document

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

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

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

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

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

**7.1.5 Green campus initiatives include:**

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

**Response:** Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Any other relevant documents	<a href="#">View Document</a>

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

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

**Response:** E. None of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certificates of the awards received	<a href="#">View Document</a>

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

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

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

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>

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

**Response:**

The diversity in India is unique. Our institution believes in unity in diversity. The students and faculty members of the college hail from different religious, cultural, ethnic, and linguistic backgrounds. We, the faculty members and students treat our college as our second home and consider each other as family members and fellow citizens. We celebrate different religious festivals like Onam and Christmas as one, with great joy and enthusiasm which helps to instil in social and religious harmony.

Onam is part and part of the Hindu religious festival celebrated in Kerala. As part of the celebration, students and staff members have various feasts, competitions, and games. Various departments in the college banquet together. This harvest festival of Kerala brings together people from diverse communities and conveys the message of unity in diversity.

Christmas is observed as a religious and cultural celebration in the college like the whole world. Different departments of the college, staff members, and the Students' Christian Movement(SCM) organize Christmas functions and celebrate by cutting cakes, exchange of gifts, etc.

In association with these celebrations students of our college and faculty members visit the Sree Karunya Mission Special School for mentally challenged children, Kattakada road, Neyyattinkara. A whole day is spend with them and provide them lunch as well some financial support.

Most of the students taking admissions in this college are from local areas that surrounds the college or belong to the nearby villages. Our college provides students from different backgrounds opportunities to exhibit and share their cultural heritage during the college Arts day celebrations. Our college, under the aegis of college union, organizes Arts and cultural festival every year. Various competitions including music, drama, dance, writing competitions, etc. are conducted. The arts club of our college and the staff secretary coordinate to take initiative and control all programs.

Our institution conducts Blood Donation Camps in association with Sree Chithra Thirunal Medical

Institute of Science, Trivandrum. Many of our students and faculty members donate their blood. Our students have voluntarily participated in flood-relief related programs. We collected many articles from our college and donated them to the flood-affected area.

Our college adopted a village of a nearby place named Thottampara. The houses of the adopted village had been visited by our students periodically and they planted 500 fruit bearing trees. Our students took the survey on the various socio-economic-health strategies of the people in the adopted village. The school students from the adopted village were trained in glass painting by our students.

Our institution conducted a food fest in association with the Department of Commerce. Students and faculty from various departments of our college participated by bringing in different varieties of food. The income generated from this fest was utilized for various charity purposes.

Our college runs the promotion of Gandhian thoughts under the Centre for Gandhian study unit. Seminars, Posture, and Essay Writing competitions under various topics were conducted annually. Charity activities were also done by this unit.

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

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

**Response:**

Christian College had arranged a number of programmes covering freedom of expression through which the students can get valour to express themselves. Code of conduct handbook exists for students, teachers, governing body, administration including Principal/ Officials and for non-teaching staff. Core values were displayed on the campus as well as on the website. The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols. It also offers a course on human values and professional ethics. The grievance cell is empowered to take action against violators of any aspect of the code of conduct. It serves as the court of original jurisdiction. It will take action within 24 hours on all complaints. Counselling cell aims to mould the students into better citizens of tomorrow. Women’s Study Cell aims at the social and academic welfare of the girl students. Women’s Redressal Cell creates awareness among girl students about Government policies on gender-based harassment. Linguistic programmes are organised both in Malayalam and Hindi languages every year. Seminars and talks on constitutional obligations, national unity, and social harmony are being conducted in our college. Talk on legal literacy is one of the best contributions to make our students aware of the Law and Order in our college. National Youth Day, the birthday of Swami Vivekananda is celebrated to raise awareness of the challenges and problems faced by the youth of the world today as well as to maintain a harmonious life without violating the rules and laws. World No Tobacco Day gives alertness on the flavours that may

appeal to children in the form of smokeless tobacco and e-cigarettes. World Environment Day focuses on the student's effort to notice and solve environmental issues. College is a role model of best governance and democracy. Not only the students and employees but every citizen of the town respects the institution for its contribution to social development. The students of our college play their role in the social activities especially in that of sharing food to the needy and distributing vegetables and rice to the nearby adopted village.

Our institution insists on the freedom of expression through which the students can get the courage to express themselves. International Yoga Day, Legal Literay Day, National Youth Day, World No Tobacco Day, World Environment Day etc had been conducted by the institution from time to time.

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

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

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

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

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

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

**Response:**

It is vital to experience relish and gain skills outside the academic environment to enhance both the cognitive and affective domains of the students. Our college organized certain activities to remember the important days by conducting seminars, extension activities, and competitions. It helped students to preserve cultural heritage by celebrating the importance of conservation, transmission, and protection of Indian traditions. The events celebrated entangled with birthdays and anniversaries of special people, especially the involvement of great leaders of India's freedom movements creating a great impact to lead a

moral, principled, and honourable behaviour of students in their professional as well as personal life.

The following list highlights the reel of events and festivals that college students enjoyed in between their busy academic schedules.

- National Youth Day (January): To raise awareness of challenges and problems facing the world's youth,
  - Republic Day (January): Republic day parade is the main attraction of the day.
  - World Wetlands Day (February): The day raise global awareness about the vital role of wetlands for people and our planet.
  - National Science Day (February): It aimed at celebrating the goodness science has brought to change the world.
  - International Women's Day (March): It falls on the 8th of March every year to celebrate those women who work hard every day to achieve personal and professional goals.
  - World No Tobacco Day (May): It gives alertness on the flavours that may appeal to children in the form of smokeless tobacco, shisha, and e-cigarettes.
  - World Environment Day (June): It focuses on the student's effort to notice and solve an environmental issue.
  - International Yoga Day (June): Yoga is both a state of connection and a technique of body maintenance that allows a joyful, blissful, and fulfilling experience.
  - World Blood Donor Day (June): This event serves to raise awareness on the need for safe blood donation and to thank the blood donors.
  - Independence Day (August): To commemorate the nation's independence.
  - Onam: Harvest festival of Kerala celebrated by all its people.
  - Teachers Day (September): To commemorate the birth anniversary of Dr. Sarvepalli Radhakrishnan - First Vice President of India and the Second President of India
  - Ozone Day (September): Intended to spread awareness on the depletion of the Ozone Layer and search for solutions to preserve it.
  - Gandhi Jayanthi (October): To celebrate the birthday of the father of the nation.
  - Wildlife Week celebrations (October): It aims to preserve animal life in India
  - World Aids Day (December): Dedicated to raising awareness on AIDS, caused by the spread of HIV infection.
  - Christmas Day (December): To remember the birth of Jesus Christ.
  - Anti-dowry Day: To create awareness on the unhealthy practice of dowry.
  - National Statistics Day: To mark the birth anniversary of the Father of Indian Statistics PC Mahalanobis.
  - Language celebrations
1. World Hindi Day: It's marked to commemorate the anniversary of the first World Hindi Conference.
  2. National Reading Day: To encourage reading among students all around the country with reference to the remembrance of PN Panicker,

<b>File Description</b>	<b>Document</b>
Link for any other relevant information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### **Best Practice 1**

**Title:**

#### **1. Light up a Life**

When our aim remains 'Light up a Life', an initiative was taken from 2018 onwards, aiming to help the students who are struggling with serious financial problems in pursuing higher studies.

#### **2. Goal**

- a. Our goal seriously focuses on brotherhood, co-operation, harmony, love and affection among students and to help them in every crisis.
- b. Special programs are arranged and organized every year focusing on various student welfare programmes, activities, well specific remedial sessions too.
- c. There are fundraising events carried out each year and the same is used to provide help to students from poor financial backgrounds with financial aid for continuing their higher studies.
- d. Organises annual fundraising events for those who are needy, outside of campus too.
- e. No student passed from our institution with appreciable merit is denied higher education on the basis

of their economic status. There is a team working out every year to find out the most deserving candidate(s) from S6 every year

### **3. Context:**

Being an educational Institution situated in the outskirts of urban agglomeration, a good number of students of this college are from poor backgrounds. Despite the low income, many of them keep scoring high grades in semester exams and are eagerly looking forward to a bright future. The present program intends to shed light on their journey to fulfil dreams. The many programs introduced for their academic upheaval, finds fullest prosperity and the results our pride too.

### **4. Practice:**

During the year 2018-2019, a sum collected of seventy eight thousand rupees was handed over to the student Linsa L, who bagged the 1st rank in BA History Examination in 2019, in the University level, overcoming extremely poor financial situations.

### **5. Evidence of Success:**

Our student Lincy L, is pursuing her higher studies.

### **4. Problems Encountered and Resources Problems encountered:**

Nil

## **Best Practice 2**



**Title:**

**1. Supporting Hands:**

Another initiative was the most august venture 'Supporting Hand' and the hands always worked well.

**2. Goal:**

The deluge, the massive floods of 2019-'20 left no part of Kerala unaffected. The Students and teachers were enough and more motivated to help the people in the flood relief camps. The goal to meet and serve the needy was again finding light during this time.

**3. Context:**

People Residing in the flood affected areas were shifted to the flood relief camps. A severe shortage of provisions, medicines, and other sanitary materials in both flood relief camps as well as waterlogged houses were a major concern. Students took initiation to collect the materials needed for the people: drugs, raw materials to prepare food, cloth, learning materials and there by taking care of their basic and primary needs.

**4. Practice**

All students of the college participated in collecting the materials needed to distribute among the people in the flood relief camps under the guidance of faculty. After collecting the materials it was transported to

flood relief camps and to the people residing in the flood affected areas. Our students spent their days and nights in and out of the relief camps, well the NSS and NCC team of the college made tremendous help their way too.

### **5. Evidence of Success**

Students learned so practically to support other human beings in adverse situations, building in them the ability of empathising. Their mind and will to cooperate and coordinate in a time of dire need. Learned the importance of protecting nature by leading an eco friendly life. No student of the college kept himself or herself away during the time of crisis and made every least they could apply no limits to their dedication and responsibility as a citizen of India.

### **6. Problems Encountered and Resources Required:**

Nil

## **7.3 Institutional Distinctiveness**

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

**Response:**

#### **Distinctiveness of our Institution**

Today's world is simply a world of haste. People are just in the run of life to make ends meet, but in between it's too saddening to know of the plight of people who live under the shade and shelter of Palliative Care Centers, who live the last of their lives in no hope of a return back. Well it's a cursed moment to be crossed, where the pain they go through is more killing than death. It's indeed more killing the world of isolation they are thrown to.

The Medical Mission under CSI, the South Kerala Diocese runs Nine Palliative Care Centers in and around the outskirts of the college. The 'Sparsham Unit', is a distinctive unit of the college encompassing all its members - teaching, non-teaching, and most importantly the students, formed for assuring a sparsh, a touch into those lives that wait their last in these palliative care centers.

As the college runs, 9 departments, each department is in care of each Palliative Care Center. It's one visit minimum made per month by the team. It's a whole day spent to give a touch, to give some words which would ease their pain, while the main focus goes to reducing their mental downfalls in the state of isolation they are thrown into. As there is no rescue to their illness, it's a moment of solace, the time our students give for them.

The experience, that the youth imbibe, this greatness would reflect their entire life. They learn kindness again, they learn compassion again, they learn empathy again and not simply sympathising. It would be strengthening them for future life, for they would never leave their parents or elders to assisted living homes or retirement houses. And ultimately they are socially responsible citizens and of no doubt pride of every parent and teacher.

## 5. CONCLUSION

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### **Additional Information :**

**Matthew 20:28**

**"Just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."**

The life lessons, no degrees could award - Idealism, Attitude and Values are instilled in our students, encompassing artistry, genius, forte once they **"Enter to learn and out to serve"**.

### **Concluding Remarks :**

The college plans many future developments including a new research department in Chemistry and Physics. Every classroom is ICT enabled. To add on as many useful life skill courses, that can do much benefit for the society, focussing chiefly on women empowerment as a main objective, to equip each woman of the locality with an income on her own. So many B.VOC and NQSF courses are planned to be added on, well focussing again on many other innovative courses which already have been started. While our Physical Education department, rightly offers two Intercollegiate competitions, the department further wishes to enhance more of such. We won't stand far in signing MOU with further organisation or institution would could do further benefits for the learner community. One such plan is the Language lab, in tie with foreign language institutions, which can equip our students to qualify exams like IELTS, TOEFL etc for the career prospects abroad. Yet another one planned is the Research Orientation Publication Wing, in addition to the Research Committee which can surely help our faculty. The very next is the Academic audit with external experts for the coming years which would be of no excuse. Last but not least, the ultimate motto stands to take our institution to the centre of excellence imparting knowledge, wisdom, strength and financial independence.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p><b>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>13</td><td>12</td><td>12</td><td>12</td><td>12</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>60</td><td>60</td><td>60</td><td>60</td><td>60</td></tr></tbody></table> <p>Remark : The recommended input is as per the clarification received from HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	13	12	12	12	12	2019-20	2018-19	2017-18	2016-17	2015-16	60	60	60	60	60
2019-20	2018-19	2017-18	2016-17	2015-16																	
13	12	12	12	12																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
60	60	60	60	60																	
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</b></p> <p><b>1.3.3.1. Number of students undertaking project work/field work / internships</b></p> <p>Answer before DVV Verification : 440 Answer after DVV Verification: 415</p> <p>Remark : The recommended input is provided as per the clarification received from HEI. HEI has not provided Internship completion certificate where internship / project was completed along with the duration.</p>																				
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b>1) Students</b></p> <p><b>2)Teachers</b></p> <p><b>3)Employers</b></p> <p><b>4)Alumni</b></p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p>																				

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
478	477	468	470	426

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
478	474	432	429	424

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
478	477	468	470	426

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
483	489	432	429	429

Remark : As per the data received from HEI, based on that students admitted should not be more than sanction seats, so DVV input is recommended accordingly.

**2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )****2.3.3.1. Number of mentors**

Answer before DVV Verification : 57

Answer after DVV Verification: 51

Remark : Number of mentors should not be more than total number of teachers in institution, input is recommended

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
28	25	27	25	22

Answer After DVV Verification :

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

33	28	27	25	22
----	----	----	----	----

Remark : The recommended input is provided as per the clarification received from HEI.

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

**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 9.755

Answer after DVV Verification: 425

Remark : The experience of following full time teachers will not be considered in the latest Academic year as per metric id 2.4.1 : 1. Ms. Sheena T V 2. Ms. Jasmine R 3. Dr. Ramya Balan M. 4. Ms. Sherly Samson 5. Dr. Prathibha K 6. Dr. Febin Jebaraj A. The DVV inputs recommended accordingly.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
255	270	277	251	243

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
255	270	277	251	243

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
437	428	398	388	395

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
465	457	420	433	429

Remark : As per the extended metrics id 2.3 no. of out going students and the no of students appeared in the final year examination should be same,so DVV input is recommended accordingly.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6.05	15.52	23	39.21	1.35

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	13.84	0	2.30	0

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

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

Answer before DVV Verification : 8

Answer after DVV Verification: 7

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

**3.1.3.2. Number of departments offering academic programmes**

Answer before DVV Verification:

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

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

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

Answer before DVV Verification:

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



1	4	6	7	7
---	---	---	---	---

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	4	0	7

Remark : The recommended input is provided as per the clarification received from HEI.

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

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

Answer before DVV Verification : 10

Answer after DVV Verification: 10

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

Answer before DVV Verification : 8

Answer after DVV Verification: 7

Remark : As per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
53	35	28	31	19

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
25	35	32	49	18

Remark : As per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
33	17	3	8	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
14	12	0	4	4

Remark : The recommended input is as per the clarification received from HEI.

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	4	9	10	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
8	3	8	9	8

Remark : The recommended input is provided as per the clarification received from HEI. HEI has not provided Geo tagged photographs of extensive and outreach programs conducted by the institution during last five years.

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

**five years**

**3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1301	801	993	696	771

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
827	181	610	515	493

Remark : The recommended input is provided as per the clarification received from HEI.

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 17

Answer after DVV Verification: 16

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4.39	3.26	2.75	2.47	1.29

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4.39	3.26	2.75	2.47	1.29

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1145	1204	1096	1299	1153

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1180	1193	1136	1162	1085

Remark : AS per the clarification received from HEI, based on that DVV input is recommended ,but for the academic year 2016-17 benefitted students are more than total no of students so here we have considered only total no. of students.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
350	400	320	420	400

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
137	136	131	129	126

Remark : As per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	17	675	9	57

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	17	107	9	12

Remark : As per the documents received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	13	39	18	31

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3	14	42	25	42

Remark : The recommended input is provided as per the clarification received from HEI. The supporting documents attached is in Regional Language.

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

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

Answer before DVV Verification : 207

Answer after DVV Verification: 227

Remark : The recommended input is as per the clarification received from HEI.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	7	2	1	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	2	1	0

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
39	38	39	39	39

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
39	38	39	39	39

Remark : The recommended input is provided as per the clarification received from HEI.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
33	9	19	25	19

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
30	10	18	22	12

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	9	13	13	19

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6	13	18	16	21

Remark : The recommended input is provided as per the clarification received from HEI. The supporting document attached is in Regional language.

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : The recommended input is as per the clarification received from HEI.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	12	0	6	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	12	0	6	7

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
29	29.94	28.02	24.86	24

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
23.88	29.94	28.02	24.86	24

Remark : As per the data and documents received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D. 1 of the above

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

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

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: E. None of the above

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

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading**



**software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the clarification received from HEI option 1, 3 and 4 are considered.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>344</td><td>343</td><td>343</td><td>343</td><td>343</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>304</td><td>307</td><td>311</td><td>297</td><td>288</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	344	343	343	343	343	2019-20	2018-19	2017-18	2016-17	2015-16	304	307	311	297	288
2019-20	2018-19	2017-18	2016-17	2015-16																	
344	343	343	343	343																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
304	307	311	297	288																	
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>1352</td><td>1343</td><td>1296</td><td>1273</td><td>1219</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>1368</td><td>1358</td><td>1314</td><td>1291</td><td>1262</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	1352	1343	1296	1273	1219	2019-20	2018-19	2017-18	2016-17	2015-16	1368	1358	1314	1291	1262
2019-20	2018-19	2017-18	2016-17	2015-16																	
1352	1343	1296	1273	1219																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
1368	1358	1314	1291	1262																	
2.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>186</td><td>179</td><td>198</td><td>189</td><td>175</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>290</td><td>293</td><td>259</td><td>257</td><td>257</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	186	179	198	189	175	2019-20	2018-19	2017-18	2016-17	2015-16	290	293	259	257	257
2019-20	2018-19	2017-18	2016-17	2015-16																	
186	179	198	189	175																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
290	293	259	257	257																	
2.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p>																				

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
440	423	418	431	368

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
465	457	420	433	429

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
57	58	58	60	60

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
51	55	55	55	55

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

Answer before DVV Verification : 36

Answer after DVV Verification : 33

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8.84	41.71	61.44	42.36	7.13

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8.84	50.64	6.14	42.23	7.13

4.3 **Number of Computers**

Answer before DVV Verification : 133

Answer after DVV Verification : 109