SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

MAR ELIAS COLLEGE,KOTTAPPADY

KOTTAPPADY P O KOTHAMANGALAM
686692
www.mecollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mar Elias College, Kottappady is a private self-financing arts and science college established in 2006 under the aegis of *Kalkkunnel Mar Geevarghese Sahada Church*, Kottappady. It is affiliated to Mahatma Gandhi University, Kottayam and approved by the Government of Kerala.

The serene campus sprawling over 7.49 acers is located at Kottappady, near Kothamangalam, the doorstep of Western Ghats of Kerala. The idyllic location of the campus enjoys the refreshing aura of the rural ambience and provides a conducive ambience for learning. The nearest railway station is Aluva, 32 km west and the nearest airport is *Cochin International Airport* 31 km northwest of the college.

The college offers eight undergraduate programmes, viz. B.A. English, B.Com. Computer Applications, B.Com. Finance & Taxation, B.Com. Travel & Tourism, BBA, B.Sc. Computer Science, BCA, BSW and three post graduate programmes viz., M.Com. Finance & Taxation, MTTM and MSW with a total intake of 229 for UG and 54 for PG.

The college has state-of-the-art infrastructure facilities for effective teaching and learning. The campus is Wi-Fi enabled and there is an ICT enabled library with a good collection of books and journals. Besides, there is a spacious playground and a well-furnished canteen.

The college is committed to the holistic development of the students, imparting holistic education. It has carved a sense of reliance and trustworthiness among the community around and has become a major destination for higher studies.

The present eminence of the college is the result of the long vision and resolute commitment of the Management coupled with the unconditional cooperation and hard work of the staff and students. Above all, the intercession and blessings of the Patron Saints, *Mar Ignatius Elias III* and *Mar Gheevarghese Sahada* have been the major guiding spirit.

The college takes pride in its past achievements and looks forward to realizing its vision and aspirations for the future. It is steadfast in its commitment to shape and mould generations of young men and women into intellectually competent, professionally skilled, socially responsible and ethically upright citizens in the service of the country.

Vision

Transforming lives and communities through holistic development and socio-economic freedom of the society, by imparting higher education infused with human values.

Mission

- To **equip** our students with the skills necessary to respond to the opportunities and challenges associated

with ever changing society.

- To **equip** our stake holders, in attaining the qualities required for employment/ entrepreneurship and higher studies.
- To **inculcate** social values and ethical thinking based on gender neutrality.
- To **provide** the holistic development to the stakeholders and the society through curricular, co-curricular and extra-curricular activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- 16-year-old Christian Minority institution committed to uplifting the marginalized and minorities.
- Located at the doorstep of Western Ghats providing refreshing ambience and noise and air pollution free campus.
- Locational advantage of easy access by road.
- Efficient and committed Management.
- Dedicated, young and experienced teaching and non - teaching staff.
- Following outcome-based education.
- Student centric functioning with mentoring and counselling through edifiers and efficacious academic monitoring.
- Due recognition and appreciation for top academic performers in each class.
- Several students of the college participated in various cultural activities and inter college sports competition and bagged prizes.
- Ragging free and eco-friendly campus.
- Active NSS Unit.
- Good number of scholarships and freeships.
- Active Parent Teacher Association and Alumni association.
- Digitalization of administrative and academic work and ICT enabled and blended teaching and learning.
- Well-equipped classrooms and computer lab.
- Campus radio and free high-speed Wi-Fi with 300 Mbps speed.
- Well-stacked Library. (Digital Library with e-resources - INFLIBNET).
- College is a local chapter of SWAYAM NPTEL with 30 % students and teachers enrolled, 80% student enrolled in MOOC.
- A separate communication and Soft Skills Training Cell (FINISHINE - FINISHING SCHOOL).
- MoUs with leading industries and active Industry-Institution Interaction.
- Transparency and accountability in administration and a well-defined admission policy.
- Rich Tribal development initiative.
- Strong support from the local community.

Institutional Weakness

- Absence of financial support from government and lack of funded projects.
- Lack of academic flexibility and limited role in redesigning curriculum.
- Meagre research output in terms of journal publications.
- Lack of structured entrepreneurship promotional activities.
- Participation of alumni in the overall development of the college is comparatively less.

- Limited MoUs and collaborations.
- Outdated syllabi and lack of vocational courses.
- Students have poor input quality.
- Limited industry-institute linkages.
- Limited job-oriented government aided programmes to benefit poor students.
- Moderate placement ratio.
- No teacher cadre ratio.
- Low pay scale for teachers in comparison with their counter parts in the aided stream.

Institutional Opportunity

- Scope for starting / incipient innovative programmes.
- Opportunity of raising funds from active alumni for developmental needs.
- Exchange of faculty and students with other Universities/Institutions.
- International linkages.
- More e-content development by teachers.
- Introduction of more vocation-oriented Diploma/ Certification Programmes.
- Opportunity for institutional tie-up with industries providing field exposure to the students / faculty members.
- Improving teachers' academic quality by providing more incentives like sabbatical leave.
- To arrange specilised training programmes by the faculty.
- Scope for interdisciplinary and sponsored projects.
- Introduce programmes to meet societal requisites in healthcare, rural and tribal development, financial sectors and textile technology.
- Designing interdisciplinary courses / projects.
- Enhancing library resources.
- Establishing Incubation Centre.
- Opportunities in the field of sports and other extra and co- curricular activities.

Institutional Challenge

- Mushrooming of similar institutions very often results in leaving a few seats unfilled.
- Fluctuating demands for programmes.
- First generation parents and their wards - poor communication skill.
- Lack of professional etiquette, communication, technical and other skills for employability.
- Declaration of results by the affiliating university is not always in time.
- Build strong alumni network globally.
- Strengthen Industry-Institute Interaction.
- More placements in core companies.
- Attitude of students for appearing for competitive examinations and pursuing higher studies.
- Not able to respond and change quickly to the changing scenario.
- Lack of time to run diploma, add on and certificate programmes.
- Potential of Alumni is yet to be explored.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As the college is affiliated to the Mahatma Gandhi University, Kottayam, the curricula and syllabi prescribed by the university are followed for all programmes. The Choice Based Credit System (CBCS) is followed for the UG programmes and Post Graduate Credit and Semester System (PGCSS) is followed for PG programmes. In order to enhance the employability of the students, certificate courses and add-on courses are also offered.

Effective curriculum delivery is ensured through a well-planned process. In accordance with the academic calendar published by the Mahatma Gandhi University, the IQAC designs a Students' Handbook at the beginning of each academic year and publishes it on the college website. As part of the curriculum planning, each teacher prepares a Teachers' Diary, in which the course delivery and evaluation methods are clearly mentioned.

The college has introduced Outcome Based Education. Accordingly, POs, PSOs and COs have been designed. The CO-PSO-PO, mapping is done and the attainment of COs-PSOs-POs being calculated periodically.

The ICT enabled classrooms help the teaching and learning process to a great extent. Innovative methods like virtual classrooms and online presentations are used for content delivery and continuous evaluation. Experiential learning is implemented in different courses. Students do project works, field visits, on the job training and internships to improve their skills. The mentor-mentee system in the college, helps the students for improving their academic performance and ethical consciousness.

There is a strong feedback mechanism followed in the college. The IQAC collects feedbacks on curriculum from students, alumni, teachers and employers annually and remedial measures are being implemented.

Teaching-learning and Evaluation

The process of students' admission is transparent, and strictly adhering to the norms of the University. Special care is given to ensure equity and representation of different student catageories. The admission of students is done through Central Allotment Process (CAP) of the University with prescribed reservation policies.

The teacher student ratio (1: 18) helps ensuring effective interaction between teachers and students. Effective teaching learning experiences are given to the students through interactive instructional methods such as debates, projects, presentations, internships, peer teaching, case based learning etc. Audio video methods, using ICT enabled classrooms, industrial visits, field work etc. facilitate experiential and participatory learning. Teachers are encouraged to attend various quality enhancement programmes. Faculty members and students undergo various programmes offered by NPTEL as the institution is an approved local chapter.

The Internal Examination Cell co-ordinates all internal examinations conducted twice in each semester in a centralized manner. The Grievance Redressal Cell addresses the grievances (if any) and solves the grievances through a three-tier grievance redressal mechanism. The end semester university external examinations are conducted as per the guidelines of the University.

Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all programmes offered in the institution are designed based on the syllabus prescribed by the University. The attainment of POs, PSOs, and

COs of all programmes are also evaluated.

Research, Innovations and Extension

Being a self-financing institution, the college is not eligible for applying for many of the projects and research grants for pursuing research. However, staff and students are encouraged to present papers in various national seminars. The Research and Development Cell of the college is committed to encourage teachers to undertake various research projects and to conduct various interdepartmental seminars on potential areas of research. Several innovative and extension activities are successfully conducted by the college. The college has an active Incubation Centre under ED club which organizes various seminars workshops related to IPR, Research Methodology and Entrepreneurship. The college has an Eco Cell, Nature Club, Health Club and an active funded NSS unit. Every year these clubs and cells undertake different extension and outreach progammes such as SWACHH BHARAT ABHIYAN initiatives, integrated farming and related activities and other public awareness programmes. The NSS and other clubs in the college equip the students to respond to sensitive issues in the society. The college strongly believes in inculcating social responsibilities to young minds of the students and their holistic development through various community services and extension programmes. The extension activities are conducted under the programme called "UNARVU". The college has adopted 2 wards of neighbouring village as a part of village adoption programme. The inhabitants of these village are given orientation on hygiene and evil impact of social media. Hands on training was given on cake making, paper bag making and given awareness on environmental related issues and basic computer literacy. The college received 10 recognitions for outstanding social services. 29 MoUs have been signed with various institutions and NGOs facilitating training, internship, faculty exchange and student exchange, sharing resources, collaberaive project work and hands-on experience in their respective domains.

Infrastructure and Learning Resources

The institution has state-of-the-art infrastructure failities for effective teaching and learning and conducting extra and co-curricular and administrative activities. All PG classrooms are spacious with sufficient seating and equipped with LCD projectors. All final-year UG classrooms are also equipped with LCD projectors. The college is under camera surveillance. Computers and Printers are available in every department, IQAC room, Placement Cell, and in the Library. There is a well-equipped and ICT enabled seminar hall with 70 seats and an auditorium with seating capacity of 150 in the College. Three Incinerators are installed and a separate restroom for boys and girls are available in the college. There is a canteen and a pantry area on the campus. The football ground and volleyball court are facilities for outdoor games. Also students can play shuttle badminton and use the gymnasium in the nearby Badminton Academy and Kottappady Club respectively as per the MoUs. There are 2 computer labs in which there are 69 systems.On-call medical doctor facility is available for urgent medical attention. There are separate spaces allocated for Counselling, Placement, Research and Development, NSS and Physical Education. The college has a partially automated office with necessary paraphernalia and separate rooms for IQAC and Controller of Examinations. College buses are provided for both staff and students. Fire extinguishers are kept in each block for ensuring safety with repetitive renewal before expiry. Solar Panels have been erected to produce electricty in the college. The college has UPS facility to ensure uninterrupted power supply. Also, there is a Genset for continuous power supply. There are water coolers installed in both the blocks. Vehicles of staff can be parked at a specified demarcated space. The campus beautification is done meticulously to make the campus more eco-friendly.

The library is automated with the KOHA software (Version 21). INFLIBNET has been installed for accessing E-

resource for both students and teachers. The campus has free Wi-Fi for both staff and students. Two broadband connections with a speed of 100 Mbps (Kerala Vision) and 200 Mbps (BSNL) with multiple service providers are there in the college.

Student Support and Progression

The institution is committed to impart need-based quality education empowering students with the right skills, knowledge and self-discipline. The merit-cum means scholarships by the State Government and freeships by the Management are being awarded to the students.

The institution has a transparent mechanism for redressing grievances (if any). Grievances can be reported either through online or by dropping in the complaint box placed in front of the college office.The Anti-ragging Cell, Internal Complaint Committee, General Grievance Redressal Cell, Ethics Committee and Women Empowerment Cell are functioning effectively in the college.

The Department Associations and various Committees and Clubs organize several capacity building programmes for the students to showcase their talents and skills. Bridge Courses/Induction programmes are given to students to familiarize with curriculum and the facilities in the college. Apart from classroom interactions, tutorial support, workshops, field studies, industrial visit, seminars and internships are given to students to develop their innate talents. The Mentoring system followed in the college facilitates healthy interaction between teachers and students and results in developing the mental and academic skills of the students. The Remedial coaching system helps slow learners to improve their level of learning. A well-maintained website acts as spokesperson of the college.

There is an active Students' Union which organizes important events like Arts day, Sports day, college annual day celebrations and observes the days of national importance. The institution encourages students to take part in various cultural and sports activities organized in and out of the campus.

Placement Cell conducts counselling sessions and job fairs and gives guidance for competitive examinations. Subsidized food from Canteen, reprographic facilities, clean drinking water, safety measures, campus radio, skill-oriented training etc. are also provided.

Many of the undergraduate students, after graduation join for higher studies or take up employment in different companies.

There is an Alumni Association functioning in the college. They occasionally visit the college to give different sessions for the present students.

Governance, Leadership and Management

There is significant interaction between the college management and the stakeholders. Participatory administration is very much in place. The academic and administrative operations in the college are carried out in accordance with set policies and guidelines. The institution has also a strategic plan for its development. The Governing Body (GB) makes significant policy choices keeping in mind the college's vision and goals. The GB meets frequently to discuss matters pertaining to the overall development of the institution. Besides, College Council meetings are regularly held to ensure efficient planning and execution of different academic activities.

Towards developing and carrying out its policies and programmes, the college has a democratic and decentralized organizational structure. The management develops the action plan after consulting with its stakeholders. The college council and the IQAC monitor the implementation of the decisions. The IQAC conducts Academic and Administrative Audit (AAA) and ensures the quality of the teaching and learning process. The Heads of the Departments are authorised to schedule classes and to assign duties to teachers. Within the departments, teachers and students work in a concerted manner, mutually helping and encouraging everyone.

Teaching and non-teaching staff members are provided with basic amenities as part of the institution's welfare initiatives. The institution monitors the performance of teachers and non-teaching staff through a performance appraisal method, collected and analysed annually. The college has a well-defined policy of fund mobilization and its optimal utilization. The fee remitted by the students are the main source of income for the college. The college conducts internal and external financial audits on a regular basis.

IQAC promotes several activities towards quality enhancement and quality assurance of various systems and activities in the college. IQAC also plays pivotal role in the process of developing new practices and methodologies. It also assesses and evaluates all activities in the college to ensure that the college is marching towards achieving its vision.

Institutional Values and Best Practices

The college promotes gender equity and sensitivity through various gender equity promotion programmes. Women Empowerment Cell conducts programmes on women empowerment and gender equality. Code of conduct is specified in students' handbook and institution's core values are given on the college website. Security personnel, CCTV cameras and regulated entry into the campus are measures taken by the college for the safety of women. The Grievance Redressal Cell, Internal Complaints Committee and Gender Justice Forum are fully functional. The institution is moving towards using 100% LED lights and tapping solar energy. The college has installed rainwater harvesting system.

The college functions strictly according to the Green Protocol and manages waste reduction and disposal effectively. Green Audit and Energy Audit are conducted by competent agencies to ensure carbon neutral environment and the availability of safe drinking water. There is an open well with plenty of drinking water.

To protect our glorious heritage, culture and traditions, the institution celebrates the National festivals and observes important days and tries to inculcate constitutional values, spirit of communal harmony and a feeling of togetherness among students. Several activities are conducted for the promotion of human values and professional ethics. The college also provides facilities for differently-abled students. The two best practices of the institution are *Mentor-Mentee System* and *UNARVU-* a community extension programme. Finishing school programme, *FINISHINE* is listed as the main institutional distinctiveness.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAR ELIAS COLLEGE,KOTTAPPADY
Address	Kottappady P O Kothamangalam
City	Kottappady
State	Kerala
Pin	686692
Website	www.mecollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	P K Sudarsanan	091-8606842600	8606842600	-	mareliascollege@gmail.com
IQAC / CIQA coordinator	Jili K Eldhose	091-9605095421	9605095421	-	iqacmareliascollege@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes 2.1.2MINORITY ORIGINAL.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details

State	University name	Document
Kerala	Mahatma Gandhi University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Kottappady P O Kothamangalam	Rural	7.49	4909.14

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Plus Two or Equivalent	English	100	37
UG	BCom,Commerce	36	Plus Two or Equivalent	English	60	13
UG	BCom,Commerce	36	Plus Two or Equivalent	English	64	42
UG	Bachelor of Computer Science,Computer Science And Applications	36	Plus Two Or Equivalent With Physics, Chemistry And Mathematics	English	38	8
UG	BCA,Computer Science And Applications	36	Plus Two Or Equivalent Examination In Science Stream With Mathematics / Computer Science/Informatics Practices As Optional	English	70	39
UG	BBA,Management	36	Plus Two or Equivalent	English	60	26
UG	BSW,Social Work	36	Plus Two or Equivalent	English	70	56

UG	BA,English	36	Plus Two or Equivalent	English	30	8
PG	MCom,Commerce	24	Commerce/ BBA /BBM with 45% Marks for Part III Subjects	English	52	19
PG	MTTM,Commerce	24	Any Degree with 45% Marks for Part III Subjects	English	20	6
PG	MSW,Social Work	24	Any Degree with 45% Marks for Part III Subjects	English	30	29

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				45
Recruited	0	0	0	0	0	0	0	0	8	37	0	45
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	3	7	0	10
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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	1	1	0	2
PG	0	0	0	0	0	0	7	36	0	43
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	417	0	0	0	417
	Female	267	0	0	0	267
	Others	0	0	0	0	0
PG	Male	27	0	0	0	27
	Female	71	0	0	0	71
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	5	3	1	4
	Female	3	3	4	4
	Others	0	0	0	0
ST	Male	0	0	1	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	16	12	13	8
	Female	7	12	16	5
	Others	0	0	0	0
General	Male	69	54	70	59
	Female	62	38	66	76
	Others	0	0	0	0
Others	Male	71	89	82	78
	Female	49	46	66	59
	Others	0	0	0	0
Total		283	257	319	293

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Ever since the adoption of the NEP-2020 by the Central Government, the college has initiated the preliminary preparations to implement it. The college has already followed a multidisciplinary and holistic approach in offering academic programmes,designing Add-on programmes and organizing extracurricular activities. The academic programmes offered by the college are in the emerging disciplines of Commerce, Management, English, Computer Science and Applications and Social Work. Students of different departments are encouraged to undertake minor/major projects in multidisciplinary/ interdisciplinary areas. They are also encouraged to form teams with the representation of all the

	disciplines in organizing sports, games and other extra-curricular activities. Even though the multidisciplinary and interdisciplinary open courses are being offered in the Choice Based Credit System, the college is prepared to offer more multidisciplinary/ interdisciplinary programmes subject to the approval of the sanctioning authorities.
2. Academic bank of credits (ABC):	The institution has initiated preparation for the adoption of Academic Bank of Credits (ABC) as envisaged in NEP – 2020 and in accordance with the University regulations. A committee has been constituted exclusively for this purpose. The preparedness for implementation of ABC is practised by the college through partnering with NPTEL as an active local chapter. The students and faculty members are encouraged to enrol in the courses provided in the SWAYAM platform. The college is prepared to maintain a digital repository of academic credits earned by the students from various courses that could be used for the completion of their programmes subject to the rules and regulations of the affiliating University.
3. Skill development:	The development of skills of students is addressed in the Outcome Based Education followed in the college. Besides, several training programmes are offered in the college for improving life skills and ICT skills for promoting global competencies and developing holistic individuals as envisaged in the NEP – 2020. The life skills include communication skills, organizational skills, leadership skills, interpersonal skills, team-building skills, crisis management skills, problem-solving skills, decision-making skills, social skills. These skills are developed through various orientation programmes conducted by various cells/clubs and associations in the college.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution is keen in the integration of traditional Indian languages into the curriculum. As per the guidelines of the institution of the University, the institution has included various Indian languages like Hindi and Malayalam into the curriculum. Conservancy and encouragement of Indian languages are one of the marked future goals of the institution. Also, the institution observes all the important days relevant to Indian tradition and culture which connects present to past.

5. Focus on Outcome based education (OBE):	Many of the aspects of the OBE have been already implemented in the college. Special care is being given to design POs, PSOs and COs so as to ensure the blended growth of students in knowledge, skill and attitude domains. The attainment of POs, PSOs and COs are being reviewed periodically. Innovative delivery methods and learning management system are already in place. The college is trying to fine tune the implementation of OBE as per the direction of the University.
6. Distance education/online education:	The Pandemic period prompted to make use of various online platforms like Google Classroom, Google Meet, Zoom etc. for teaching and learning process, thereby making the teachers and students familiarize with various modern online tools. The Management encourages the teachers for doing additional degree programmes through distance education mode.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, Mr. Praveen Kumar K P, Staff Representative , Mar Elias College , Kottappady Mr. Eldhose Binoy, III BBA, Student Representative, Mar Elias College , Kottappady
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	NA
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in	NA

electoral processes, etc.	
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The Nodal Officer of the ELC received a message from Kothamangalam Taluk Office. It contains instructions regarding how an individual can register his/her name in Voters' list who complete 17 years of age through "Voter Helpline Mobile App". This information was circulated among students' WhatsApp group.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
782	810	862	831	808

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 75

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
45	44	45	40	40

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
95.60	35.38	111.83	98.56	85.51

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The institution is affiliated to Mahatma Gandhi University, Kottayam. Accordingly, the college is bound to follow the curriculum prescribed by the University. The University prepares an academic calendar and issues to all its constituent colleges. Nevertheless, the institution takes the following initiatives with regard to curriculum planning, delivery and evaluation.

Curriculum Planning

Before the commencement of every academic year, the IQAC prepares an academic calendar in accordance with the academic calendar provided by the university, incorporating the activities planned by each department. It is included in the college handbook and also displayed on the college website.

Academic Bank of Credit: In line with the NEP- 2020, a repository of credit-based courses are made available.

Course Plans: Outcome-based course plans are prepared by the teachers including, CO-PSO-PO mapping, attainment of course outcomes, course outline, instructional methods, duration of the course, learning activities etc.

Implementation and Delivery

Timetable: A general timetable and department timetables are prepared at the commencement of every semester under the supervision of the Principal and the IQAC.

Teachers' Diary: Every teacher maintains a Teacher's Diary which is a record of classes engaged, leave availed, the programme conducted, test paper marks, attendance of the students and the extra work done (if any). Earlier a Logbook was maintained by all departments. Presently it is replaced by the Teachers' Diary.

Chronicle: Every department keeps a Chronicle which records daily activities of the department.

Awareness on the Internal Evaluation

An awareness programme on the various aspects of internal examinations and the importance of internal examination results are provided to the newly admitted students and their parents during the induction programme. For the purpose of conducting continuous internal evaluation, teachers prepare the schedule of teaching, class tests and assignments as per the progress of the portions.

Out of total marks, 20% is earmarked for internal assessment.

Assignments

Students have to submit assignments relevant to their courses in line with the university rules. The students are informed well in advance about the deadline for the submission of assignments, dates for class tests and seminar presentations. Rubrics for assessment is also shared with the students.

Seminars

Topics related to the courses are assigned to students for their seminar presentations. This will enhance the critical thinking skills of the students and will provide ample opportunities to get more insight about the course.

Internal Examinations

The details of internal examinations dates, the last date for marking the answer scripts and the date on which the results are to be published and the date of the Open House are intimated to the teachers as well as students, one week prior to the commencement of the examinations. The internal examinations are conducted on a centralized manner by the Internal Examination Cell. Two internal examinations are conducted as per the university guidelines for every course in each semester.

File Description	Document
Upload Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 04

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 1.81

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
60	14	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Cross-cutting issues like professional ethics, etiquette, societal values and business ethics are included in the university syllabus. However, the college takes the following initatives with regard to integrating cross-cutting issues into the curriculum.

Professional Ethics

- Given classes on professional ethics.
- There is an **Ethics Policy.**
- Ethical values are embedded in the Finishing School programme **FINISHINE.**

Gender

- **Gender Audit** is conducted.
- There is a **Gender Justice Forum** in the college.
- The **Women Empowerment Cell**, in association with **ICC**, organized the following events:
    - A webinar on 'Prohibition of Dowry'.
    - Observed **Human Rights Day.**
    - A webinar on '**Women Empowerment'.**
    - A poster making competition on the theme '**Save Girl-child'** as a part of International Day of Girl Child.
    - A **Pre-Marital Counselling Class** in association with the Minority Cell of the Government of India.

Environment and Sustainability

- **Green Audit and Energy Audit** are conducted.
- The **Nature Club** planted saplings on the campus as a part of 'World Soil Day'.
- **Eco Cell** conducted a webinar on MOOC-ORGANIC FARMING**.**
- As an initiative towards **Swachh Bharat Abhiyan** a cleanliness drive was conducted by the NSS

Unit. Several cleaning programmes such as cleaning **Panchayat Park** in front of the college campus, **Seven Day Camp** at Govt. L P School *Elangavam*, **Seven Day Residential Camp** at our adopted Village (Ward 6 & 7) and cleaning programme at Vadasserry Govt. L.P School were also conducted.

- Every year, **World Environment Day** is observed by planting saplings and cleaning the campus.
- The NSS unit is associated with Mahatma Gandhi University, Kottayam in the production of the movie-'**Samaksham**'.
- The NSS Programme Officer and volunteers actively participated in the '**Jaivam**' Project of M.G university.

Human Values

- The college served as a Domiciliary Care Centre and the Covid First Line Treatment Centre during the Covid pandemic period.
- The NSS volunteers visited the relief camps at the flood affected areas and donated materials collected from the staff and students to the victims as a part of the *Kuttanadinoru Kaithangu Programme.*
- The NSS Volunteers actively participated in the **Rebuild Kerala Survey** initiated by Government of Kerala and took part in the **Palliative Rogi - Bandhu Sangamam** conducted by Kottappady Grama Panchayat and the Health Department.
- The NSS unit organized two **Blood Donation Camps** in association with Blood Donors Kerala Charitable Society and Amritha Hospital Ernakulam. A **Directory of Blood Donors** was created in which the blood groups of all staff and students are given. The members in the 'Blood Donors' used to donate blood to the needy people around.
- An orientation programme on **Yoga** was conducted.
- Health Club conducted a **Covid-19 Vaccination Drive** at the Family Health Centre, Kottappady and a free **Dental Camp** for the public**.**
- The NSS unit organized an orientation class on **Basic Grammar** and distributed **Study Materials to the students** of MD High School, Tholely.
- A detailed exposition on the **Union Budget** is organized by the Department of Commerce.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 56.39

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 441

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 62.84

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

2021-22	2020-21	2019-20	2018-19	2017-18
283	257	319	293	292

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

2021-22	2020-21	2019-20	2018-19	2017-18
510	510	490	364	424

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 38.07

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

2021-22	2020-21	2019-20	2018-19	2017-18
32	30	35	21	24

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

2021-22	2020-21	2019-20	2018-19	2017-18
82	75	79	69	68

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 17.38

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 using ICT tools

Response:

Many of the teaching learning methods followed in the college are student centric. Various student centric methods are promoted to acquire independent learning skills and practical experience. These methodologies help the students to become active and to nurture their skills thereby boosting their confidence level.

Experiential Learning

- Residential Camp
- Exhibitions/fests
- Industrial visits/Study tour
- Internships
- Practical Computer Lab sessions
- On the Job Training / Projects
- Various Clubs activities
- Entrepreneur Development (ED) Club
- Institution's Innovation Council
- Case studies
- Seminars and Assignments for students
- Community Outreach Programmes
- Agriculture, MOOC
- Various skill-based training programmes.

Participative Learning

- Add on, Enrichment and certificate courses
- Campaign and awareness programme
- Day observations
- Fests
- Invited talks
- Seminars and Webinars
- Peer Learning
- Survey
- Workshops

Problem Solving

- Intercollegiate/Interdepartmental competitions
- Survey

ICT enabled Learning

- Students are encouraged to participate in various course offered by SWAYAM, NPTEL and to use MOODLE. During the Covid pandemic period, the teaching learning process was mainly done through mobile applications.
- They also utilize the college digital repository N-List to access e-journals, e-texts.
- ICT enabled talks are also organized for students by experts in the field.
- Students present seminars using PowerPoint.

File Description	Document
Upload Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
45	44	45	40	40

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ 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: 21.03

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

2021-22	2020-21	2019-20	2018-19	2017-18
9	10	10	8	8

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The institution conducts the internal assessment and evaluation as per the guidelines provided by the University in a transparent and time bound manner. The stipulated proportion is that out of 100 marks, 20 marks for internal and 80 marks for external. The internal assessment consists of two internal tests, seminars/viva voce/assignment and attendance with due mark/ weightage. All the students and their parents are informed of the norms of internal assessment policies at the induction programme and put up on the college website and Handbook.

Conduct of Examination:

- The internal examinations are conducted by Internal Examination Cell (IEC). Two internal assessments are held in each semester. IEC has the following functions:
  - Preparation of the timetable,
  - Collection of question papers,
  - Arrangement of seats and invigilation duties,
  - Valuation and publishing the consolidated mark lists.
- The date of the internal exams will be announced two weeks prior to the exam.
- Question papers are set at the department level according to the pattern of the University

examination.

- The examination halls are opened only 15 minutes before the examinations and the seating arrangements are displayed 1 hour before the examination.
- Internal examinations are conducted centrally under the invigilation of teachers.
- CCTV camera surveillance is provided to prevent malpractices.
- In case a student is absent due to a valid reason or fails to obtain a minimum pass mark he/she will be given another chance to write the internal exam on a different date.

Evaluation & Declaration of Results:

- The results of the internal exams are declared within 2 weeks.
- The corrected answer scripts are returned to the students to ensure fairness and transparency in the evaluation process.
- The students verify the results and sign against their respective marks.
- The results of the internal examinations are also displayed on the notice board for 5 working days before uploading on the university website.
- The answer scripts are kept in the respective departments, to address any issues that may arise in future.
- The results of internal assessment are entered in the Progress Report and communicated to the parents during the Open House programme.
- Assignments / Seminars are mandatory for all students. The seminar topic is assigned to the students well in advance. The marks for seminars are awarded based on the content, review work and presentation skills.
- Internal assessment reports are timely uploaded and submitted to the University.

Grievance Redressal:

- Grievance Redressal Mechanism is implemented at three levels: Department, College and University levels.
- Grievance (if any) be reported to the concerned teacher, HoD and Principal in the hierarchical order. Also, the students can approach the Grievance Cell if their grievance is not addressed. Students can also put complaints in the complaint box.
- University examination related grievances are communicated through the principal, who is also the Chief Superintendent of Examinations.

File Description	Document
Upload Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Programme Outcomes of all UG and PG programmes have been designed by the IQAC and given to each departments. Every department then designs Programme Specific Outcomes for all programmes and Course Outcomes for each course. It has been decided to follow the direct assessment method for measuring the attainment of each CO and also the PO and PSO. The Programme Outcomes and Programme Specific Outcomes are assessed with the help of Course Outcomes of the relevant programme through direct evaluation process. The University Examination Results are considered as the direct assessment criterion.

The following steps are followed to measure the attainment of Programme Outcomes:

- For a course we map the Course Outcomes to Programme Outcomes & Programme Specific Outcomes through the CO-PO & PSO matrix. The average correlation level is calculated for all Programme Outcomes and Programme Specific Outcomes for each course.
- The course instructors get to know the targets for course attainment.
- Mark scored in each course by the students of 2021 & 2022 batch is recorded.
- Recorded data was classified into **4 assessment** levels viz:
    - Level 0: No attainment
    - Level 1: Low attainment
    - Level 2: Medium attainment
    - Level 3: High attainment
- The **Threshold value** is set as the **50% mark** in each course.
- The level of attainment in each course is calculated by using the rubrics as follows:
    - **< 55% students above 50% mark – 0**
    - **55% students above 50% mark – 1**
    - **65% students above 50% mark – 2**
    - **75%students above 50% mark – 3**
- The rubrics of **B.Com Finance and Taxation & Master of Social Work programmes** have been slightly changed due to their class averages are high.
- The level of attainment is calculated by using the rubrics as follows:-
    - **< 75% students above 50% mark – 0**
    - **75% students above 50% mark – 1**
    - **85% students above 50% mark – 2**
    - **95%students above 50% mark – 3**
- Programme attainment level = Average of all course attainments in 2021 & 2022 batch.
- The level of attainment in each programme is listed out.

File Description	Document
Upload Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 52.34

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

2021-22	2020-21	2019-20	2018-19	2017-18
140	127	137	169	165

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

2021-22	2020-21	2019-20	2018-19	2017-18
287	309	282	275	257

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.49

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 4

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)**

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	02	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Mar Elias College encourages students to be enterprising and creative. The activities undertaken by various clubs and cells have created an ecosystem for innovations and transfer of knowledge. The following are the key initiatives taken by the college for the creation and transfer of knowledge.

Entrepreneurship-Development Club: The Club organizes various awareness and training programmes. The institute encourages the students to consider self-employment as a career option, providing necessary training in entrepreneurship.

- College is an institutional partner in Aspiring Entrepreneur Programme – pathway organized by ICT Academy, Govt. of Kerala.
- The IPR cell organized a seminar related to IPR with an aim to make the students familiar with Intellectual Property Rights.
- As part of the intercollegiate fest '*Avirbhav 2k20*', the students organized a food festival. The planning and execution of the festival provided the students with good experience in event management, guest handling, food production and service operational skills.
- There is an incubation centre under the ED Club which promotes innovative ideas in students. Following are the various activities under the incubation centre in association with the IQAC:

- Recognize and promote talented individuals through various academic fests and programs.
- Showcase students' creations, conduct exhibition, painting and production of newsletters.
- Paper bag making and distribution in the nearby institutions.
- Cake making training for *Kudumbashree Kottappady Gramapanchayat.*
- A session on Artificial Intelligence for the students.
- Paper pen making.
- Bottle art and their distribution.

Campus Radio: The campus radio was set up with a vision to enhance students' creativity and capacity building. It provides a platform for the students to present their talents. Programmes with equal focus on education and entertainment are aired. Group discussions on current issues of social importance are being conducted with the help of campus radio. Besides, campus radio helps in observing days of national and international importance.

Budget Analysis and Presentation: After presenting the Union budget, the students of Commerce Department were assigned to make an analysis and presentation of important budget head. An awareness on budget was shared with other departments, through these initiatives.

IIC (Institutional Innovation Council): The IIC tries to inculcate the spirit of innovation among students. The awareness of IPR is also given by the IIC.

Career Guidance and Placement Cell: Career Guidance and Placement Cell organizes many informative talks enabling students for employment. The cell conducted a workshop series on "Financial Literacy and Stock Market Tutorials" with members from industry and academia. It has also organized various online and offline (intercollegiate) competitions to develop skills in financial and investment management including trading in securities on virtual and real platforms.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 11

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

2021-22	2020-21	2019-20	2018-19	2017-18
7	2	2	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 0.03

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 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

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

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

Response:

The extension activities in the college are organized under "**UNARVU**". The activities of UNARVU are mainly based on **campus - community partnership**. Students are given opportunities to get exposed to the realities in the society and to create a social commitment mindset.

The college has **two adopted wards** in the neighbouring village – **Vadassery, Ward No. 6** and **Munthoor Ward No.7** of **Kottappady Grama Panchayat.** The department of social work conducted a survey on the socio-economic status of the **Scheduled Caste** in Marayoor and Kanthalloor Gramapanchayats. They observed a day exclusively in the **Scheduled Tribes'** colony.

The NSS Unit of the college takes up various extension activities towards the upliftment of the economically backward community. They conducted a socio-economic survey in Vadassery and Munthoor wards. The volunteers associated with the *Palliative Rogi -Bandhu Sangamam* conducted by Kottappady Grama Panchayat and the Health Department.

The NSS unit also conducted the following programmes in association with various clubs and associations.

- Mid-day meal programme at orphanages.
- Medical aids to the economically weaker patients under "*Kanivu*" programme.
- Dental Camp
- Blood Donation Camp
- Health Awareness Programme
- HIV AIDS Awareness Programme

The college functioned as a First Line Treatment Centre and Domiciliary Care Centre at the time of Covid pandemic where several tribal peoples were accommodated.

Swachh Bharath Abhiyan

The college has initiated events such as

- Clean Campus.
- Cleaning of Public Places.
- Clean India Programme – Cleaning of Panchayat Park and surroundings.
- Cleaning programme - Govt. UP School, Vadassery.

Environment Preservation

With an objective of sensitizing students about the need to protect the environment, several programmes were conducted, which include

- Tree plantation drive
- Vegetable gardens in co-ordination with Eco cell and NSS
- World Environment Day

Women Empowerment

Several training programmes have been conducted for the women in *Kudumbasree* units, which include training in

- Cake making
- Paper bag making
- Paper Pen and Flower making.
- Hands-on training programme (Computer Literacy)
- Basic Computer Awareness Programme.
- Awareness programme to mothers (ward 6 and 7) on the topic "Impact of Social media in Children"

Organic Farming

There is an organic farming practice on the campus. The produce from the farm are auctioned among the staff and students.

Flood Relief Activities

- *Kuttanadinoru Kaithangu*: At the time the Flood, the students visited relief camps in the flood affected areas and handed over the material collected from the students and staff to the victims of the flood.

Other Extension Activities

- Food kit distribution in the adopted wards during the Covid 19 Pandemic.
- "Gramavikasana Padana Camp" at Marayoor.
- Life skill training for the adolescents of Mulanthuruthy Grama Panchayat.
- Awareness programme on Cancer Prevention for *Kudumbasree* members of three Grama Panchayats.
- AIDS day observation at Kothamangalam Municipal Bus stand.
- Conducted a Survey as a part of Government Project "*Ente Thozhil Ente Abhimanam*" by Kerala State Development and Innovation Strategic Council (K-DISC)
- Christmas celebration at Bethlehem Abhaya Bhavan Old age Home Koovappady, by MSW Students.
- Social work Department Conducted free medical camp in collaboration with Vengoor PHC.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Mar Elias College is well known for the community oriented extension activities undertaken in the neighbourhood. The college executes all kinds of extension activities through the activities of NSS unit, department associations and various clubs and cells. This is evidenced by the great appreciation and recognitions received from various government agencies and other international bodies.

The following are some of the accolades received recently:

- We got a letter of recognition from St. John's Training and Rehabilitation Centre for Exceptional Children, Kottappady and Mytri Trust Old Age Home, Kottappady for the excellent community oriented programmes conducted by the Department of Social Work.
- The NSS unit received much appreciation from the neighbouring society and other authorities like Kottappady Grama Panchyat, Indira Gandhi Institute of Dental Sciences, Rotary Club of Kothamangalam, Mr. Antony John, MLA Kothamangalam and Mr. Dean Kuriakose, MP, Idukki and Department of Agriculture Development and Farmer's Welfare, Kottappady for the **organic farming initiatives**.
- Recognition from M.D. High School, Tholely and Government L.P School Kottappady, North for giving classes on basic computer awareness to the school students.
- The Entrepreneurship Club got recognition from Mahatma Gandhi National Council of Rural Education Department of Higher Education for participating in the webinar organised on *Rural Entrepreneurship*.
- Certificate of appreciation for participating *350 rupee challenge* for supporting patients undergoing dialysis in Koinonia Mission Hospital.

File Description	Document
Upload Additional information	View Document

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

Response: 43

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

2021-22	2020-21	2019-20	2018-19	2017-18
14	3	13	7	6

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 27

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Classrooms

The college has 30 classrooms with basic facilities. 13 of them are with ICT facilities for effective teaching and learning.

ICT facilities

- **13 classrooms, IQAC room, seminar hall** are equipped with **LCD projectors.**
- The computer labs are fully equipped with 69 systems with latest s/w and having internet facility.
- CCTV camera surveillance and service of security personnels help to ensure safety and security of students.

Cultural activities: Most of the cultural activities are conducted in the **college auditorium and seminar hall.** The college auditorium has the seating capacity of around 150 and Seminar Hall around 70. Besides, an MoU with the sister institution Mar Elias Higher Secondary School is signed for using the larger auditorium in the school.

Sports ground: There is a **playground,** where **football** and **volleyball** are played. Various athletic events can also be conducted here.

Indoor stadium: As per the MoU signed with the *Kottappady club***,** student have the facility to play Shuttle Badminton and various indoor games like Carroms, Chess, Table tennis etc.

Yoga training center: Yoga training for boys and girls is being done in the college auditorium under the supervision of yoga experts.

Library: We have an automated library with **4796** volumes in **3900** titles. Besides, there is a reference section. **KOHA (version 21)** is being used in the library. There are 5 PCs and 2 printers kept in the library, in which one computer is using by llibrarian and others for accessing **E-resources** and **reprographic** purposes.

Other Facilities:

College has **7.49 acres** of campus. Several vegetables are cultivated on the campus.

The campus has free **Wi- Fi**. Two broadband connections with a speed of **200 Mbps** and **100 Mbps** with multiple service providers.

The college has a well-furnished **administrative offic**e with necessary staff members.

There are **2 water coolers** installed for providing drinking water.

Handrails and ramps are provided for differently abled.

There is **reprographic** facility in the Mar Baselios block. Each department has sufficient computer, printer and scanner.

A **canteen** functions on the campus.

There is a dedicated **parking** space.

All examination rooms and college premises are under CCTV surveillance.

The college has separate spaces for **IQAC, NSS, Placement, Physical Education and an Examination Control room.**

College bus facility is provided for both staff and students.

There are a separate **restrooms** for both girls and boys.

The college campus is kept beautiful with **garden** and vegetable plants.

Pedestrian path is provided in between the **garden** and **road**.

The college has a **Pantry.**

Three incinerators are installed in the girl's washroom**.**

The college has a seperate rooms for **UPS** and a **Genset** .

Fire extinguishers are kept in each block.

There is a **reception and visitors' lounge** in front of Mar Baselios block.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 15.87

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
11.01	2.97	11.01	25.05	17.70

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

- The college has a **well-stacked library** system that supports the reading and learning needs of students and faculty members.
- It is located in the main Mar Athanasious Block with a total area of nearly **162.44 sqm.**
- Our library has a seating capacity of **50** students**.**
- Library has **nearly 4796** volumes in **3900** titles and 8 journals of different subjects.
- A collection of **reference books** is maintained in the library.
- Leading **magazines and newspapers** are subscribed.
- Books are arranged according to **Dewey Decimal Classification Scheme**.
- The library is automated with ILMS software **KOHA (Version 21st - Year 2021).** All circulation activities are done through this software.
- The college is a registered member of **N-LIST** (which is jointly executed by **UGC-INFONET Digital Library Consortium, INFLIBNET Centre** and the **INDEST-AICTE Consortium & IIT Delh**i).
- Through N-LIST programme students and faculty members can access **6,000 e-journals**, **1,99,500 e-magazines** and **6,00,000 e-books** through **NDL**.
- Hard copies of university and internal question papers are kept in the library for reference.
- The library is open from **9.15 am to 4.30 pm** from Monday to Saturday.

Resources available in the library

Resource	Numbers
Books	4796
Journals	8
Magazines	13
Dictionaries	40
CDs & DVDs	125
News Papers	7 (3 English, 4 Malayalam)
Reference Books	300

Annual Expenditure of purchase of books during the last five years

Year	Expenditure in Rs.
2021-2022	38,193
2020-2021	15,862
2019-2020	65,021
2018-2019	56,256
2017-2018	85,694

Annual Expenditure of purchase of journals during the last five years

Year	Expenditure in Rs.
2021-2022	10,150
2020-2021	8,500
2019-2020	10,850
2018-2019	10,440
2017-2018	10,470

Annual Expenditure of purchase of e-journals during the last five years

Year	Expenditure in Rs.
2021-2022	35,400 (N-LIST)
2020-2021	-
2019-2020	-
2018-2019	-
2017-2018	-

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The college has **2 computer labs** with a total of 69 computers, having licensed version of Microsoft Products. Students can use the computer lab from 9.30 am - 4.30 pm. The computer labs are also used to run add-on programmes/certificate programme.

All departments have individual **computer systems** with printer and scanner facilities.

Quick heal **Antivirus** is installed as security measure in all systems.

We also have **generator** with the capacity **45 KW.**

Examination control room with adequate **IT** facilities is used for the conduct of Examinations.

Reprographic facilities are provided to staff members and students.

An Automated library with (**Koha 21**) and **5 computers with 2 printers** are available, in which 4 computers are permitted for students' access. There are different **WhatsApp** groups and **google classrooms** for making the teaching learning more effective.

Learning platform **Moodle software** is installed as **E-learning tools.**

College provides **N-LIST** facility for staff members and students to access **E- resources** and **E-Journals.**

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 10.71

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 73

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 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: 22.44

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)**

2021-22	2020-21	2019-20	2018-19	2017-18
20.19	8.21	22.23	29.00	16.16

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 26.26

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

2021-22	2020-21	2019-20	2018-19	2017-18
167	597	133	98	80

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *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
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 21.96

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

2021-22	2020-21	2019-20	2018-19	2017-18
223	350	282	44	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 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: B. Any 3 of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 27.59

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
50	74	118	97	50

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
287	309	282	275	257

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 69.23

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
03	01	05	0	0

5.2.2.2 **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**

2021-22	2020-21	2019-20	2018-19	2017-18
3	3	7	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 4

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

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

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	2	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 10.4

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
26	7	11	4	4

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

There is an Alumni Association that contributes significantly to the development of the institution through financial and or other support services.

The Alumni Meet aims to foster a sense of community feeling among the outgoing students and a permanent bonding with our institution. Mar Elias College Alumni Association hopes to serve as a link for the alumni to share their rich experience, skills, ideas, time, loyalty and financial resources with the alma

mater. Every outgoing student is enrolled to this association. The Alumni association actively engages itself in the developmental activities of the college.

An alumni meet 'MILAN 2K21' was conducted by our institution on 13th November 2021 at 10 am in the college auditorium. Office bearers of alumni association were selected for the future initiatives. The objectives are to accelerate and perpetuate friendship and co-operation among the alumni through, small and informal group meetings of the alumni, to promote the interest of by fostering and keeping alive a spirit of loyalty to the college and continuing concern for its welfare like raising funds and securing gifts to the college and communicating and participating with the authorities of the college on matters of mutual interests. Our alumni are a strong force for all aspects in the college. Many of them are holding reputed status in and outside the country. They are planning to make financial and non-financial contributions.Non-Financial Contributions like resource persons for seminars and career guidance and to get placement opportunities for the upcoming students of our institution.

File Description	Document
Upload Additional information	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Mar Elias College is managed by Kalkunnel Mar Geevarghese Sahada Trust Kottappady. The college endeavours to live out its commitments by various strategic initiatives in tune with its vision and mission.

Through its governance and leadership, the institution tries to develop into a hub of learning and research, transforming students into professionals with good knowledge, competence, commitment, confidence, and attitude. The primary goal of the institution is to empower the students (majority from rural background) for their whole person development and to help them achieve greatness through focused efforts and make them ready for the service to society. The institution is also committed to shaping students by instilling in them the spirit of discipline and social commitment.

The Vision and Mission of the college envisages transforming lives and communities through holistic development and socio - economic freedom of the society, by imparting higher education infused with human values. The college has unwaveringly pursued the stated policies in the vision and mission:

- For the holistic development of students, the institution conducts various sessions on Personality Enhancement, Value Education and Skill Development through FINISHINE- Finishing School.
- To inculcate Entrepreneurial Culture among students and to equip them with the talents, skills and techniques and to encourage the students to consider self-employment as a career option, necessary training sessions are conducted.
- Technically skilled personals are invited periodically to enhance the knowledge of the students in the latest technological innovations and industrial practices.
- To fulfill the mission of extending social services to the community, the NSS unit and extension programmes (UNARVU) of various departments have already formed a strong linkage between the campus and the community which is evidenced by the appreciation and honors received from the community.
- The institution tries to uphold moral values and to ensure the protection of the rights, safety and well-being of human subjects, regardless of the caste, creed and gender.

The college practices participatory administration and governance. It has a democratic and decentralized organizational structure to design and implement its policies and plans. The formulation of the action plan is done by the Management in consultation with its stakeholders. The implementation of the same is monitored by the college council and the IQAC. The major policy decisions are taken by the Principal and the Manager. The HoDs are given freedom to plan and conduct various activities like seminars, workshops and other competitions. The department staff meetings are held regularly wherein various curricular and extracurricular activities are planned.

At the institutional level, various committees are formed which take decisions regarding their respective fields. They hold meetings at regular intervals and consider the opinion of all members. Through

committees such as Discipline Committee, Ethics Committee, Gender Justice Forum, ICC etc., the college encourages a culture of participative management. Within the departments, clubs, teachers and students work in a cooperative spirit, helping and motivating each other and encouraging everyone to grow.

File Description	Document
Upload Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

Organisational Structure and Functions

The institution has an established hierarchical structure which explains and covers various strategic/ perspective plans that go along with the vision and mission of the college.

Governing Body

The institution is governed by college **Governing Body** under the effective leadership of the Manager. It is the policy making apex forum of the institution. The Governing Body meets regularly to take timely decisions as per the needs of the institution. It designs and develops quality policies and plans, complying with the guidelines issued by the University and Government from time to time.

The Manager

The Manager, the appointing authority of the college, takes keen interest in the administrative actions of the institution. He ensures that all strategic plans and policy decisions of the college are well aligned with the stated vision and mission of the institution.

The Principal

The Principal manages the major administrative tasks and supervises all academic activities. He ensures that all action plans are implemented on time to meet the needs of the college and various stakeholders.

College Council

The council consists of the Principal, all Heads of Departments, IQAC Coordinator and a nominated member from the faculty and a representative from administrative section. The Council supports the Principal in the day-to-day administration of the institution and co-ordinates diverse co-curricular and extra-curricular activities.

IQAC

The College has a vibrant Internal Quality Assurance Cell (IQAC) which is committed to quality enhancement and quality sustenance. Various activities related to academics and infrastructural developments are under way.

Heads of Departments

Heads of Departments monitor the academic activities of the respective departments. Class tutors are assigned for all classes to ensure the curricular and co-curricular growth of the students.

PTA

PTA, consisting of teachers and parents, functions as a healthy rapport to ensure a conducive academic environment in the college.

In addition to the above, there are various committees such as Ethics Committee, Gender Justice Forum, Internal Complaints Committee, Grievance and Redressal Cell, Research and Development Cell etc.

Service Rules
The Service Rules cover all the employees of the college. It acts as a manual in which various rules and regulations about the service conditions of the employees are laid down.

Deployment of Institutional Strategic Plan

A strategic plan of the college comprises of long-term and short-term plans. The college Governing Body drafted the present Strategic/Perspective plan for the institution in 2017. Major thrust was given to starting new programmes and improving the infrastructure, green initiatives, capacity and skill building add-on courses and extensive use of ICT tools in classrooms.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

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

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Welfare Measures
The institution has several welfare measures extended by the Management for the teaching and non-teaching staff members.

- **Employee State Insurance Scheme** - employees are being provided with employee state insurance scheme.
- **Staff Club** - there is a staff club in the institution conducting various activities for the staff and their family members.
- **Provident Fund Scheme** - employees are provided with provident fund.
- **Financial assistance** - employees are provided with financial assistance in special circumstances, for their personal needs.
- **Transportation facility** - the faculty members are provided with free college bus conveyance.
- **Technical assistance** - Computer Lab/Library/Seminar halls facilities are provided for faculty members.
- **Faculty Development Programmes**- the institution organizes Faculty Development Programmes periodically to upgrade their teaching skills and to enhance their knowledge.
- **Canteen**- amenity with reasonable rate.
- **Medical aid facility** – employees are provided with basic medical amenities.
- **Celebrations**- celebrations of regional and religious festivals at college add colour to the life of teaching and non-teaching staff.
- **Internet facility.**
- **CCTV cameras**- are installed for ensuring safety and security of staff and students on the campus.

Performance Appraisal
The institution has an internal performance appraisal system for monitoring the performance of the teaching and non-teaching staff, which is reviewed on an annual basis. A proforma for performance appraisal is designed and distributed among the staff and filled up forms are collected and analysed.

Self-Appraisal Form for teachers: It is compulsory for every teacher to furnish the self-appraisal form which provides the annual performance of teachers which include the curricular, co-curricular and extracurricular every year. The Self-appraisal form is then reviewed by the Principal and IQAC.

Performance Appraisal form for Non-teaching staffs: Appraisal for non-teaching staffs are conducted at the end of every year. The appraisal includes of their performance evaluation, discipline, punctuality and their professional competency.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2 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**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 44.32

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
044	032	041	0	0

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	10	10	10

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Mobilization of Fund

Mar Elias College is a private self-financing college and is committed to the holistic development of the student community especially from the rural area. As per the present regulations, of the UGC and Governments, the college is not able to receive any grant. Fees collected from the students are the principal source of funding / revenue for the college.

Optimal Utilization

Proper planning and discussion are done for the optimum utilization of funds. The funds are used for staff salary, welfare of student community, infrastructural development, purchase of equipment for lab for enhancing the teaching learning process, library and information centre, physical maintenance and other works of the institution. The institute has a well-defined policy for monitoring efficient and effective utilization of funds.

Financial Audits

The institution conducts internal and external financial audits regularly. After finalization of the accounts it is audited by the statutory auditor of the institute. The accounts of the fund shall be made up yearly as at the 31 st March and an audited verbal expression of the accounts as at that date will be submitted to a meeting of the Administrators to be held in every year, and a replica of such verbalization shall be made available to members as soon as possible after such meeting.

Internal Audit:

The institution has its own internal audit mechanism. It is conducted by the Kalkunnel Mar Geevarghese Sahada Trust and signs the documents submitted to them for perusal.The Secretary after consummating the monthly accounts sends it for scrutiny and approval once in six months to the governing body of the college.

External Audit:

The institution carries out an elaborate external audit annually. The college governing body appoints the external auditor every year. Accordingly, the external auditing company conducts an external audit for the

college. The process involves checking financial verbal expressions and accounting records.

The mechanism for external audit is:

- Exhaustive scrutinizing and verifying the payments/bills and receipts.
- Examining the books of accounts and finalizing the Balance sheet.
- Ascertaining the precision and plenaries of the accounting records.
- Verifying whether the accounting records of the institution are in accordance with the accounting framework.
- Whether the account verbal expressions reflect accurately the financial position of the institution.
- Examining accounting records.
- Verifying assets of the institution purchased during the year.

After exhaustive scrutiny, the auditor submits a financial report to the Society in which the auditor states the findings, opinions and comments. Minor errors pointed out by the team were rectified immediately and measures were taken not to commit such mistakes.

File Description	Document
Upload Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC), as per the composition proposed by the NAAC, is formed and functions in the institution. The prime task of IQAC is to develop a system that guarantees quality in all affairs of the college. In addition to the mandatory requirements, several healthy practices have been initiated and monitored. Quality enhancement and quality sustenance are the buss words of the IQAC. IQAC plays a vital role in the implementation of Outcome Based Education in all programmes offered in the college. The IQAC coordinator serves as a member of the college Governing Body and in almost all decision-making bodies.

Quality assurance strategies and processes initiated by the IQAC

- Curriculum planning.
- Suggest various value added / add-on course to enrich the curriculum.
- Recommend various delivery methods and evaluation tools using ICT.
- Conducts Student seminars/assignments /projects.
- Ensures the fair conduct of internal and end semester examinations.
- Conducts department-wise result analysis.

- Plans Remedial Classes.
- Monitors Student mentoring.
- Students' feedback on faculty members, curriculum and facilities provided by the department.
- Faculty/ Students Exchange Programmes organized.
- National FDPs and Seminars organized.
- Encourages faculty members to attend FDP/ Seminar/workshops/conferences.
- Plans Field visits/On the job training/Internship programme and Industrial visit.
- Oversees various LMS and the better use of the library.
- Providing Question bank and lecture notes of various subjects to the students.
- Induction programme: The induction / orientation programmes for the newly admitted students are organized.
- Bridge Course: A bridge course with specifically designed syllabus for newly admitted UG and PG students are conducted. Bridge courses are 25 hours duration.
- College Calendar: Based on the University Academic Calendar the institute schedules the college calendar well in advance before the commencement of every academic year.
- Daily lecture Record: Everyday faculty members prepare and submit details of the lecture along with the topic covered in the teacher's diary.
- Streamlines the Documentation Process as per the NAAC requirement.

IQAC's Review mechanisms

- Ensures Stakeholder feedback collection and its analysis for improvements.
- Undertakes various Academic and Administrative Audit, Energy, Environment and Green Audit, Gender Audit etc.
- Monitor the Grievance Redressal Mechanism.
- IQAC periodically reviews teaching learning process and suggests improvements, upgradation and addition to the requisite material, equipment, infrastructure etc.

Structures & Methodologies of Operations

- Academic and Administrative Audit.
- Energy, Green and Environment Audits.
- Audit recommendations are communicated to concerned departments.
- IQAC monitors post-audit corrective measures.

Learning Outcomes

- Monitors the implementation of Outcome Based Education model.
- Directed the creation of the Programme Outcomes, Programme Specific Outcomes and Course Outcomes and the mapping of PO, PSO and CO through various departments and college level committees.
- Designed suitable methods of delivery methods and evaluation tools.
- Prepared attainment of CO and PO calculations.
- IQAC has prepared an OBE Manual for reference.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2 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)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Mar Elias College tries to ensure gender equity through conducting multiple activities related to gender sensitivity. The following are the ways and means in which the college shows gender sensitivity :

- Equal opportunity is given to both male and female faculties to attend /conduct workshop/events and FDPs.
- The institution has a dedicated Women Empowerment Cell (WEC), which works steadfastly for creating gender sensitization. It organizes sensitization programmes for both staff and students, by eminent psychologists and social workers, on issues concerning insecurity of women, gender discrimination and sexual harassment.
- Internal Complaint Committee (ICC).
- Gender Justice Forum.
- There is a proactive Students' Grievance Redressal Cell.
- Each department organizes several programmes / workshops / seminars / special lecture(s), etc. to promote gender equity every year.
- Safety and security of the students, especially girls, have been of top priority for the college authority.
- The college has installed CCTV cameras on campus at all important locations: the Entrance, Library, Classrooms, Principal's Office, Parking, all corridors and Computer Labs to monitor the safety and security of the girl students.
- Students and staff wear identity cards on the campus.
- We observe gender equity by providing same uniform to both boys and girls in the PG section.
- Training in self-defense is given to the students and faculty in collaboration with the local police.
- Common Room: The institution has established a separate girls' /boys' restroom with medical facilities. There are three sanitary napkin incinerators.
- The greater involvement in decision making authorities indicates the encouragement given to women.
  - **Women in Administrative Positions (Leadership):**
    - HoDs of 4 Departments
    - IQAC – Coordinator

Celebration of National Days

The celebration of national days aims at commemorating historic days and for paying homage to great luminaries who sacrificed their lives for the nation. Celebration of National days conveys a message of service and social commitment.

National Days Celebrated:

- Independence Day
- Republic Day
- Gandhi Jayanthi
- Constitution Day
- Quit India Day
- Teacher's Day
- National Mathematics Day
- Yoga day
- Hindi Day
- National Pollution Control Day

Celebration of International Days

The celebration of international days aims at inculcating a wider perspective of humanity at large among students. This creates a greater sense of responsibility and awareness about the
ever increasing issues with regard to health, environment and mother nature.

International Days Celebrated:

- World Cancer Day
- International Literacy Day
- World Aids Day
- World Environment Day
- International Women's Day
- World Students Day
- International Day of the Girl Child
- World Soil Day
- World Computer Literacy Day.
- World Human Rights Day

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Mar Elias College is a centre of diversity in terms of linguistic, regional, communal and socio-economic background of staff, students and the community around. Various activities/programmes are being organized towards bringing harmony, peace and inclusiveness. This is evident in the following programmes conducted in the college:

- Community teaching programmes in English Grammar, "Impact of Social Media on Children' by Department of Computer Science and Applications and AIDS Awareness Programme by Department of Commerce were conducted for less privileged students in the neighbourhood.
- Visits to Old-Age homes and orphanages.
- Procurement and supply of study materials to MDHS,Tholely.
- Annually organized social-sensitization camps for the first-year students in rural/tribal areas help students undergo experiential learning with social commitment through field action and extension activities experiencing the rural realities.
- Cancer Awareness sessions.
- Dental camps in association with Indira Gandhi Dental College.
- Anti-Drug-Addiction awareness programme.
- Celebration of International Women's Day.
- The active functioning of the Ethics Committee.

Imparting Human Values:

- To mould students into responsible citizens, with a sense of social responsibility, various extra-curricular activities were conducted.
- Celebration of national and international days of importance help the students to imbibe a culture of true patriotism.
- The activities of the NSS unit highlight the social responsibility and commitment towards the underprivileged sections of the society.
- Students used to bring meals packets and donate to the needy.
- Blood donation drives were conducted occasionally.

Flood Relief Activities:

- The invaluable service rendered by the students and staff at the time of the 2018 Flood in Kerala was well appreciated.
- Under the leadership of the NSS Unit, basic amenities needed for the victims of flood were collected and distributed.

Imparting Social Responsibility:

- The social responsibility and dedication are evident in the whole-hearted participation of students in community service programmes.
- Students were engaged in cleaning missions of **Swachh Bharath Abhiyan.**

Constitutional Values:

- Constitutional responsibilities and values are being conveyed to the students through structured programmes like the Independence Day, the Republic Day, the National Constitution Day etc.
- Display boards containing the **Preamble, Fundamental Rights and Duties** pronounced in the Indian Constitution have been fixed on the college campus for easy access to the staff and students. The details of **Fundamental Rights and Duties** are jotted down in the college handbook.
- On *Gandhi Jayanti*, various programmes were organized in the fond remembrance of the *Father of the Nation*.
- Dr. A.P.J Abdul Kalam's contributions to the nation are gratefully acknowledged through the celebration of World Students' Day.

Regional and Religious Festivals:

Through the celebration of the festivals like Onam, Christmas etc., a sense of secularism, communal harmony and tolerance are imparted to the students.

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE -1.

1. Title - "UNARVU" EXTENSION ACTIVITIES

2. Objectives of the Practice:

'Service Learning' idea is put in to practice by conducting meaningful extension programmes.Mar Elias College has a well-coordinated extension initiative titled "UNARVU". The college has organized a good number of programmes with the purpose of educating and helping the society through continuous community engagement and extending support.

The following are the objectives:

- To sensitise the people about cleanliness, hygiene and environment protection.
- To give awareness to villagers on socio-economic developments.
- To support them to get the benefits of government policies.
- To empower the women socially and economically by giving them skill development sessions.
- To conduct a socio-economic survey and to initiate necessary actions.

3. The Context:

Through implementing various extension activities, the college attempts to achieve the vision and mission of the college. The activities of UNARVU envision to familiarize the latest technologies and developments to the tribal and rural population in the neighbourhood. The spirit of working together and teamwork is manifested in all the activities of UNARVU.

4. The Practice:

The college has adopted two wards - Vadassery, Ward No. 6 and Munthoor Ward No.7 of Kottappady Grama Panchayat- for extending services for the development of the wards and its communities.

The NSS unit of the college is instrumental in organizing extension activities in the adopted wards. Besides, various departments, clubs and cells of our college have a key role in organising extension activities. To create awareness on social issues, the institution has made it mandatory for all students to enrol in any one of the clubs. The extension activities organized by NSS unit like, Blood Donation, Cleanliness Programmes, Tree Plantation, Socio-economic survey, Flood Relief Activities-Kuttanadinu Oru Kaithangu are important programmes rendered to the society. KANIVU is another unit under UNARVU in which free medical aid was given to dialysis patients and conducted a Palliative Rogi-Bandhu Sangamam programme in and outside the college. Another initiative from the college was the mid-day meal programme to the economically backward community. During the COVID 19 pandemic period, the college functioned as a Domiciliary Care Centre.

5. Evidence of Success:

- The college, through extension activities, transforms the students as leaders of social change to provide lasting solutions to social problems.
- Engaging the students in extension activities has created a sense of selfless service- mindedness among the student community.
- It helps to instil the spirit of social responsibility, groom overall personality and create awareness on social issues.
- The interventions through extension activities have resulted in improved literacy, reduced drug abuse, hygienic surrounding, improved health, and cleanliness.

6. Problems Encountered and Resources Required:

- Natural calamities like flood in the year 2018 affected the people in a bad way. It affected the smooth functioning of the extension activities as well.
- Due to Covid pandemic and the strict enforcement of covid protocols it was difficult to ensure maximum participation of students in various programmes conducted on physical space.
- As an unaided institution there is a lack of government funds other than nominal fund to NSS activities.

BEST PRACTICE -2.

1. Title of the Practice: MENTOR-MENTEE SYSTEM

2. Objectives of the Practice:

The students in Mar Elias College are highly heterogeneous in terms of their socio-economic backgrounds. Many of them are first generation learners. An efficient mentor- mentee system will be highly helpful in the overall development of these students.

The following are the objectives:

- To help students in improving their academic performance by close monitoring.
- To act as a friend instilling more confidence and to extend psychological support.
- To make the mentees more enterprising and focussed.
- To pitch their innovative ideas and nurture their innate talents and skills.
- To inculcate right attitude.

3. The Context:

Mentor –Mentee system was introduced in 2021. For the smooth process, all mentors are provided with mentoring logbook to keep a confidential comprehensive record of their mentee's details and activities with regard to curricular and co-curricular achievements.

4. The Practice:

Role of Mentors

- To take the lead in supporting mentee through an ongoing, one-to-one relationship.
- To build a relationship of trust by caring and planning for the welfare of the mentee.
- To serve as a positive role model, advisor, coach and confidante.
- To strive for mutual respect.
- To provide guidance and support to develop professional and personal skills.

Responsibilities of Mentors

- Meet the mentee student once in a month.
- Track the academic performance of the mentee and counsel, guide and motivate in all academic and professional matters.
- Advise the mentee regarding choice of add on courses, external certifications, project,internships and other co-curricular matters.
- Maintain a confidential progressive record of the mentee.
- Intimate HoD and suggest if any coordinated action is called for.

Responsibilities of a Mentee

- Respect the mentor
- Regularly attend the meetings with the mentor and seek advice.
- Provide the details of his/her performance, curricular and extracurricular activities to the mentor.

Every mentor is allotted with about 20 students. The mentors maintain a record of details of the mentee's performances in terms of academic and attendance in the Mentor Book.

5. Evidence of Success:

- Students' attendance has considerably improved.
- Due to effective mentoring, there is a marked improvement in mentees discipline, interaction and communication and decision-making skills.
- The overall relationship between teachers and students has improved.
- Students get inspired and motivated for higher studies and appearing in competitive examinations.
- Mentoring helps to keep track of the academic performance of mentees.

6. Problems Encountered and Resources Required:

There's no doubt that mentoring provides numerous benefits to mentees and the college in general. Nevertheless, there have been a few problems encountered.

- **Changes in the meeting schedule:** Due to unavoidable exigencies, the meeting schedule had to be altered.
- **Lack of time:** Very often the time required for individuals varies and sometimes the sessions had to be cut short.
- **Unrealistic expectations:** A few mentees expected other fringe benefits from the mentors.

Overloading of information and over expectation may make mentees the mentor's clone, is yet another case of unrealistic expectations that can have a negative impact on the relationship.

File Description	Document
Any other relevant information	[View Document](#)
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

FINISHINE: FINISHING SCHOOL

About

As envisaged in the college vision, Mar Elias College, Kottappady has designed the Finishing School programme – FINISHINE, for the holistic development of students and to bridge the gap between the campus and corporate field by exposing to a dynamic work environment.

Vision

Holistic development of students.

Mission

- Personality Enhancement
- Value Education
- Skill Development

Objectives

1. To offer suitable candidates to Industry through appropriate training.
2. To prepare students to secure admission for higher studies.
3. To mould capable human beings with potentials to cater to the needs of the society.
4. To nurture positive attitudes of students through personality development.
5. To develop the employability skills of the students.

Context

The Career Guidance and Placement Cell of Mar Elias College, Kottappady designed a 30-hour finishing

school programme for the final years in order to satisfy the industries' immediate needs for qualified human resources. The program's curriculum is divided into five sections. The sessions were handled by experts from industry, academia and also from MEC. This innovative learning process was well appreciated by all stakeholders.

Syllabus

Module	Description	Methodology
Module 1 Self-Development (3 hours)	-Self-Assessment -Self - Introduction -Social and Professional Ethics Etiquettes -General Knowledge (Awareness about current events)	-Self -Assessment Sheet -Self Introduction - Dressing Etiquettes -Body Language and Postures
Module 2 Effective Communication Skills (5 hours)	-Communication skills (oral and written communication)	-Activities to promote and practice the different communication methods. -Academic writing (Letter Writing, Drafting C V, Essay Writing) -Minutes and Reports etc -Creative writing
Module 3 Personality Development (7 Hours)	Soft Skill Development (Team Building and Leadership Skills, Listening Skills, Time Management Skill, Problem Solving Skills, Nurture Positive Attitude)	-Theory/Activities -Sensitizing the importance of nurturing positive attitude -Quizzes -Debates -Group Discussions
Module 4 Presentation Skills (5 hours)	-Individual Presentations -Confidence Building - public speaking skills	-Presentation methods -Oral -Written

		-PPT or Digital modes
		-Practical sessions
Module 5	-What is an interview?	- Theories/Activities
Employability skills	-Group Discussion	- Aptitude Tests
(10 Hours)	-Personal Interviews	- GD
	-Pre and Post Interview Methods	- Mock Interviews
	-Common Interview Etiquettes	
Add on Activities	Colour Days, Ethnic Days, Book Clubs, Contests and Competitions, Songs, Movie Day etc.	

Self-Development

The finishing school programme begins with students' self evaluation. They are given a self-assessment form to use in order to critically review their own learning and skill growth and pinpoint any areas that requires improvement. Finishing School offered orientation programmes on subjects, like social and professional etiquettes to students, as part of its grooming sessions, on 25 November 2021 and 2 December 2021 respectively. These sessions were handled by Vishnu K. B, an eminent alumnus of the college.

Group Discussion

Group Discussions (GD) typically form a part of the selection process used by organisations and educational institutions. It tests the teamwork and communication skills of candidates. In order to enhance the confidence, communication skills, leadership quality and thinking capacity of students, a workshop on GD was provided for a group of selected students on13 January 2022. The programme was coordinated by Mrs. Jishamol P A, Dept. of Commerce. Mr. Vishnu K. B, our alumnus was the resource person. The discussion was positive and kindled the creativity of the students. Writing skills of students were enhanced by providing classroom sessions on academic writing.

Presentation Skills

Effective presentations and public speaking skills are crucial in business, sales and selling, training,teaching, lecturing etc. Through workshops under this programme, students were exposed to a variety of presentation tools to enhance their presentation skills.

Employability Skills

An orientation programme on 'How to Get Placed, Employability Skills Attitude & Goal Setting' was conducted on 29 October 2021.The sessions were handled by Mr Eldhose Jacob and Ms Animol Saju, both from NOSCE Techno Solutions. A workshop on interview skills, drafting a CV and group discussion was conducted on 17 February 2022.The sessions were managed by two eminent resource persons Mr. Solomon John, HOD, and Mr. Akhil Paul, professional educator, both from De-Paul Institute of Science and Technology,Angamaly.

Evidence of success

- Students who successfully completed training through Finishine became fine personalities by nurturing their dormant talents.
- They learned the various abilities that must be cultivated for their overall development and employability.
- They acquired numerous positive traits, like cooperation, creativity, and inventive thinking.
- Students became more aware of their body language, able to understand their audience and deliver engaging presentations which people can connect with.
- They developed the ability to explain what they mean in a clear and concise way through written and spoken means.
- They developed a more conscious awareness of their personalities, which increased their level of confidence.
- They developed the ability to listen and relate to other people, and to act upon key information/ instructions.
- They developed the ability to understand a problem by breaking it down into smaller parts and identifying the key issues, implications and identifying solutions.
- They fostered their ability to handle stress that comes with deadlines.
- They developed a positive attitude to life as well as work.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Mar Elias College, Kottappady envisions the holistic development of the first-generation learners of tertiary education and also serves community through several extension activities.

- The college is located at Kottappady near Kothamangalam, which is the educational hub of Kerala. Even though, it is situated in the rural area, this is a blessing for the socially and economically deprived community.
- The college has received deep appreciation from various NGOs and local bodies for conducting various extension activities.
- The outreach activities of the institution are extended to other areas of the state like '*Kuttanaadinu Oru Kaithaangu*'-flood relief activities- and women empowerment programmes under NSS, various clubs and forums.
- The institution offers several new generation and job oriented programmes enabling the students to get more placements.
- ICT enabled teaching learning strategies are incorporated with multifarious facilities for the holistic development of the students.
- The institution focuses on various educational services, and tries to improve the welfare of the community around through various extension programmes under '*UNARVU*'.
- The institution is an active local chapter in SWAYAM –NPTEL, and during the Covid Pandemic period, the college has initiated various online programmes of other reputed national institutions.
- Promote green initiatives to develop eco-consciousness in the society.
- Institution Innovation Council (IIC) and Entrepreneurship Development Club help the students to kindle their innovative skills.
- As a key to a clean energy future and to play a crucial role in decarbonization, our computer labs are functioning on solar energy.
- We mould future citizens in a unique and distinctive way through 'FINISHINE - Finishing School' programme.

Concluding Remarks :

Mar Elias College is committed to the **integrated development** of the community through imparting quality education and different social welfare programmes. The college is a preferred destination for pursuing higher studies for the financially backward students from the rural community.

The institution has initiated several innovative programmes to enrich the learning activities. We follow the best practices like '**UNARVU**'- extension programmes- to impart human values and '**Mentor-Mentee System'** to assist the students with both personal and professional guidance. The unflagging support of the management and steadfast hard work of the teaching and non-teaching staff make the institution nearer to achieving its vision. Besides the curriculum stipulated by the affiliating university, the students are provided with divergent co-curricular and extra-curricular activities along with various **add-on and certificate courses**. The institution consistently strives to upgrade its infrastructure to meet the novel pedagogic demands.

The institution ensures gender equality and women empowerment by providing several sensitization

programmes. We always try to improve the quality of the output of our students on research areas to enlighten their knowledge. The institution looks forward to implementing the '**Outcome Based Education System'** as envisaged in NEP – 2020 and strives to evolve as a centre of excellence in higher education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.2.1	**Number of Add on /Certificate/Value added programs offered during the last five years**
	
	      Answer before DVV Verification :
	      Answer After DVV Verification :04
	    Remark : Input edited from data template.

1.4.1	**Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**
	
	      Answer before DVV Verification : Yes
	      Answer After DVV Verification: Yes

2.1.1	**Enrolment percentage**
	
	    2.1.1.1. **Number of students admitted year wise during last five years**
	    Answer before DVV Verification:

2.1.1.1 Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
283	257	319	293	292

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
283	257	319	293	292

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
594	546	568	444	424

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
510	510	490	364	424

Remark : Input edited from data template.

3.1.1	*Grants received from Government and non-governmental agencies for research projects / endowments 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:

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	02	0	0

Remark : Input edited as per the supporting documents.

3.3.1	*Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	3	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	0	0	0

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
28	3	15	10	4

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
14	3	13	7	6

4.1.2	**Percentage of expenditure, excluding salary for infrastructure augmentation during last five**

years (INR in Lakhs)

   4.1.2.1. **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11.02	128.4	11.03	26.04	19.01

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
11.01	2.97	11.01	25.05	17.70

4.3.2

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

   4.3.2.1. **Number of computers available for students usage during the latest completed academic year:**

Answer before DVV Verification : 79

Answer after DVV Verification: 73

Remark : Input edited as per the computers available for student use only.

4.4.1

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

   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)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
30.76	24.38	19.25	34.93	16.49

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
20.19	8.21	22.23	29.00	16.16

Remark : Input edited from supporting documents.

5.1.4

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 : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above
5.2.2	**Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)** 5.2.2.1. *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years* Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18	 |---|---|---|---|---|
3	2	7	0	0 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---|
03	01	05	0	0 | 5.2.2.2. **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: | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---|
3	3	7	0	0 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---|
3	3	7	0	0	 Remark : Input edited from supporting documents.
5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** 5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years* Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18	 |---|---|---|---|---|
1	0	1	2	0	

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	2	1

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
28	7	10	5	4

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
26	7	11	4	4

6.3.3	**Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years** 6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
44	32	41	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
044	032	041	0	0

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

10	10	10	10	10

Remark : Input edited from supporting documents.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
68.08	78.98	43.49	137.75	86.42

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
95.60	35.38	111.83	98.56	85.51