

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MAHATMA GANDHI COLLEGE

**MAHATMA GANDHI COLLEGE KESAVADASAPURAM PATTOM P O
695004**

www.mgcollegetvm.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mahatma Gandhi College, the institution in memory of the father of the nation, was established in the year 1948 by the legendary social reformer Padmabhooshan Bharatha Kesari Sri Mannathu Padmanabhan. It is one of the leading and oldest institutions of higher education in the capital city of the state of Kerala run by the major educational agency of Kerala, the Nair Service Society (NSS).

Our college was accredited by NAAC in the first cycle with 'A' grade in 2004 and reaccredited in the second cycle with 'A' Grade (CGPA of 3.16). The excellence shown by the institution in the realm of higher education was credited with the award of UGC's prestigious status of '*College with Potential for Excellence*' in two consecutive terms in the year 2010 and 2016 respectively. Mahatma Gandhi College holds the pride of being one among the three colleges from Kerala and forty colleges from all over the country to qualify for the second phase of CPE status in 2016. The department of chemistry was initially selected for selective augmentation of Research & Development (SARD) by Kerala State Council for Science Technology and Environment in the year 2006. The department of chemistry was selected for FIST programme of DST in 2007 and the department of physics in 2009. The college was selected for FIST in 2012 and all the PG science departments are receiving financial assistance under this programme. The college was also selected for BSR assistance of UGC in 2009.

Vision

Mahatma Gandhi College owes its origin to the farsighted vision, dynamic leadership and untiring efforts of the founder Bharatha Kesari Mannathu Padmanabhan. It functions with the objective of providing value added quality education to all with special emphasis on the economically poor sections of the society.

The college envisages bringing into practice its motto *Sa Vidya Ya Vimukthaye*. The institution's distinctive characteristics see education as a means of socio-cultural emancipation and economic empowerment of the underprivileged masses and also as a tool for the development of character, competence and commitment.

With its state-of-the-art infrastructural facilities and committed faculty, the institution provides quality education and career guidance through effective curriculum transaction, talent identification, soft skills development, remedial coaching, and placement services.

Mission

Mahatma Gandhi College stands for excellence, equity, inclusiveness and social/gender justice in higher education. It aims to set standards of educational excellence and competence through curriculum enrichment, information dissemination and knowledge generation. The mission of the institution is to provide socio-cultural and intellectual inputs for building a healthy and viable society through the balanced orientation in basic and applied sciences with due importance to humanities and social sciences. The Quality Policy of the institution unfolds through meetings and interactions with the management, staff, students, alumni, parents and other stake holders. The policies are regularly reviewed and revised through feedback and SWOC analysis of the

institution. The institution also follows the current developments in the field of higher education to keep the institution at par with the global educational standards.

The college aims to ensure excellent standards that would secure its students international acclaim and leadership. The members of the faculty are involved in novel research areas and original research activities in various disciplines. Seven teaching departments of the college, Physics, Chemistry, Botany, Zoology, Malayalam, Hindi and Commerce, are approved research centres of the University of Kerala. Research Committee, the college's pioneer research group, functions robustly organizing research augmenting activities for students and faculty. We take pride in the *achievements* of our sports talents at the international, national, state and university level.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Large eco-friendly campus with profounded support of the management.
- Admission demand ratio is high.
- Strict adherence with the norms and policies set by the government on reservation.
- One among very few colleges in the state that offers courses in Sociology & Psychology
- Offers foreingn language as Russian and traditional language as Sanskrit.
- Results stand above the University average.
- The institution has state of the art infrastructure facilities
- Library is a treasure of rare and valuable books.
- Campus is facilitated with Wi-Fi and ICT learning.
- The teacher student ratio of 1:25
- Well qualified faculty with doctoral, post doctoral and other qualifications.
- Many of the faculty members are placed in various university/government decision making and cultural bodies.
- NCC, NSS, WWS, SSP, ASAP,FLAIR and various clubs.
- Yoga and counselling,blood donation, anti narcotic awareness, PSC and NET coaching, field trips, study tours etc.
- Efficient feedback mechanism.
- Regular PTS and PTA meeting.
- Department and college alumnis.
- Continuos assessment and evaluation.
- Won laurells in the national and international sports
- Offers fitness and wellness programme.
- *Catch them Young* a best practice.
- Uncompromising attention to uphold a gender sensitive atmosphere in the campus.
- Value added and add on courses.
- Admitted foreign students as a part of the cultural exchange programme.
- A well functioning placement cell.
- Selected for the coveted award of CPE, FIST and BSR.
- Student and staff welfare schemes.

Institutional Weakness

- As the UG & PG programmes are under CBCS stream, hectic schedule of exams and continuous assessment cause a serious setback for the cocurricular and extra curricular activities.
- As technical courses are not run in our institution, direct campus recruitment is relatively low.
- In view of the government policy on reduction of administrative, library and supporting staff in the laboratories, we are committed to appoint temporary staff to fulfill the requirements.
- PD fund under different heads are not sufficient to meet the requirements and the delay in getting it also cause problems.
- Since office is not fully automated we are still relying on manual labour.
- Though our management owned hostel facilities are provided outside the campus for girl students hailing from distant places, it is a limiting factor that the institution has not yet provided hostel facilities with in the campus.

Institutional Opportunity

- The level of academic excellence which the college has acquired makes the studentst capable to get entry into institute of global repute.
- If a cluster of colleges emerges our excellence makes us capable of leading the system.
- More research collaborations with national and international agencies /institutes are to be made.
- More vocational training, skill development and job oriented schemes are to be implemented.
- As we excell in sports activities more sports hostel facilities could be provided to the sports persons.
- Setting up of a sophisticated institutional
- Pooling resources from NGOs for decentralized resources
- Upgrading the UG departments by introducing more PG courses
- Planning to start MPhil courses in select subjects.

Institutional Challenge

- Students with varied background with diverse needs and potentials.
- Hard to cope with the university's changing schedule of events.
- Instead of implementing a single window system for career advancement and other beneficial shemes for the college teachers, an existing elaborate and multi point sytem cause administrative delays which hinder the academic pursuits of teachers.
- Lack of time for research and extension activities due to busy schedule of semester programmes.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Many of the faculty members of this college play remarkable role in the review of curriculum and syllabus by virtue of their membership in various academic bodies like the Senate, Syndicate, Academic Council, Board of Studies, Faculty of Social Sciences etc. The add on and value added courses conducted by various departments of the college are job focussed and go a long way in boosting the confidence level of the students to have expertise in their professional subject area.

The Choice Based Credit and Semester System (CBCSS) consists of common, core, complementary and open

courses. In addition, each program has elective courses too. In order to make the students aware of environmental issues associated with social and economic implications, Environmental Studies have been incorporated into the curriculum. Issues relevant to gender, human values and professional ethics form an integral part of various programmes. As part of enriching the curriculum, the college is offering a variety of value added courses which play an important role in developing the overall personality of students. Yoga for Stress Management, Personality Development, Basic Skills in Communication and Life Skill Development are some of the value added courses offered by our institution. To broaden the educational experience and bridge the gap between theory and practice, field trips and internships are made an indispensable part of the curriculum. Feedback from various stakeholders pertaining to the curriculum and syllabus is collected, analysed and followed up to meet the challenges of updating.

Teaching-learning and Evaluation

The college ensures admission procedure with strict adherence to the reservation policies of government. A full day induction programme for the newly admitted students is conducted every year. Slow learners and differently abled students are identified by the tutors and remedial programmes are arranged after the regular working hours.

The college adopts a variety of experiential, participative, and problem solving methods for curriculum transaction. Group activities and projects like science and literature exhibitions, interdepartmental activities and lecture series by eminent personalities are offered to enhance cooperative learning experiences and acquire life skills. College has a well maintained “Star Forest” and a herbal garden which is a great pool of botanical as well as indigenous knowledge. Journal club was formed to develop research aptitude among UG students. ‘Shyaam Vigyaan’ is a unique platform for the students to sit in groups and discuss about their areas of interest and share their views on science, arts, literature, films etc.

Evaluation process of UG and PG courses are done with strict adherence to the regulations stipulated by the university. Academic committee prepares a college academic calendar. The college has an effective centralised internal examination system which is monitored by CLMC & DLMC. Slow learners are given opportunities to improve their grade. The tutors maintain a tutor’s diary, a cumulative record of student’s data, which helps to assess the progress of the students. Institution gives special attention to review programme, course and programme specific outcomes with reference to the syllabus.

Research, Innovations and Extension

The college has formulated a research committee, comprising of three streams - Science, Language and Commerce to promote research among faculty and students. National, state and college level seminars and annual research conferences are conducted with the active participation of experts from different illustrious institutes for the effective exchange and updating of ideas. In order to encourage the budding talents, awards are given to the winners in each section. Seminars and lectures funded by government agencies are also organised on international days of importance. The college owns the credit of having awarded Forty-nine PhDs since the last accreditation in March 2013. At present we have thirty-five distinguished research supervisors and one hundred and twenty one scholars pursuing PhD. An impressive assemblage of about 300 articles has been published in many reputed international, national journals since 2013. In addition to this, twenty one members of the faculty have minor and major projects under various agencies. A research journal, *Journal of Advances in Biological Sciences* is published by the department of Botany since 2014 where all aspects of the latest trends

in biological science are vividly explored.

The institution has a wide range of extension activities including resource and knowledge sharing. Various collaborative research programmes have been initiated and some are premeditated. Off campus activities like distribution of meals to the poor, blood donation, visiting nearby old age homes like Anandasramam, Karunasai psycho-park etc. are taken up with great enthusiasm.

Infrastructure and Learning Resources

Mahatma Gandhi College stretches over an area of forty eight acres with a built in area of more than one lakh fifty thousand square feet. The adjunct structures are fitness centre, cellar rooms, co-operative store, canteen, open-air auditorium, three security rooms etc.

We have more than eighty two classrooms, twenty smart classrooms, research rooms, department staff rooms, laboratories, general library, department libraries, computer labs, auditorium, seminar halls, Principal's office, administrative office, NCC, NSS and Yoga rooms, girls' rest room etc. The whole campus has high speed Wi-Fi connectivity.

The general library has 66,534 books of 50,000 titles, periodicals and journals in English and Malayalam with reprographic facilities. The library is fully-automated via Grandha software. There is an adjacent network resource centre and the computers are INFLIBNET-enabled. All the Departments have separate department libraries. Sports infrastructure facilities include a standard multipurpose stadium to house fields for football, cricket, handball and athletics. A state of the art gymnasium is also set at the pavilion structure.

The maintenance of curricular, co-curricular and extra-curricular facilities in each department is monitored by a committee led by a senior member of the faculty. A planning board and a purchase committee are functioning with the intention of fair and smooth management of fund. Library committee looks after the affairs related to it. The IT Club renders common computer facility with a reprographic centre. The major sources of funds are from the Management, PTA, Government (PD, UGC, DST, KSCSTE etc.) and Research Projects from various agencies.

Student Support and Progression

Many of the students are recipients of prestigious scholarships either from the government or other agencies. Soft skill and life skill development, remedial coaching and yoga & meditation are being organized for the benefit of the students. Democratic and decentralized form of student participation is ensured in the campus in all scholastic and co-scholastic programs. Class level, department level and college level representatives constitute the student council. Fifteen percent of the students who complete graduation from this institution pursue higher education including institutions of national repute. Efforts of the Placement cell and Career Guidance Cell of our college help our students to get placement in the Government, public and private enterprises.

Along with curricular aspects the college give special attention to the promotion of co-curricular and extracurricular excellence. Many athletes won international and national laurels during the last five years. Our students in large numbers participate and win prizes in fine arts, music, literary and other creative events in university/state level.

Majority of student community in the campus are getting fee concession because of the pro active and student support policies. Various Cells of the institution play a vital role in ensuring social justice in the campus. Mahatma Gandhi College Employees Co operative Society and Parent Teachers' Association also provide scholarships and facilities to the students. The food is given at concessional rate to the students in the college canteen. The college PTA has initiated a free meal scheme for economically backward students. Awards of merit are given annually.

Governance, Leadership and Management

At present more than 2365 students including research scholars are pursuing their studies in various disciplines. All the activities in the college are co-ordinated by various statutory and non-statutory bodies. The institution policies are well defined and decentralized. The college council, the advisory body to the principal, consists of the head of the departments, office superintendent, coordinator of IQAC and four elected council members. A faculty from among the council members is elected as secretary. All important academic and administrative decisions are taken through several committees which have been proposed by IQAC and decided in the college council.

Administrative matters have been streamlined as per the norms and conditions laid by Government, University and Management. The service matters are taken care of by the Management and under the provisions of State Government/UGC regulations. The salary and other service related financial matters are dealt by the state government under the UGC regulations. Being a government aided college, all Government initiated welfare schemes stipulated for Government employees are enjoyed by the staff of this college. Management and college have an institutional mechanism to monitor academic, financial and other affairs in terms of academic, administrative and financial auditing. The utilization of various funds is done through various statutory and other bodies present in the college to have a fair and transparent system. IQAC plays a key role in institutionalising the quality assurance strategies and best practices in day to day activities with the support of PTA.

Institutional Values and Best Practices

The college with its potential for innovation and excellence has a unique vision regarding the two best practices as followed within the institution. The first one titled, *Walk the Talk*, is an innovative idea of human library scheme wherein people from various fields with diverse experience of survival, brilliance and life share their experience with the students. It's a first-hand reading of life in its variety and depth which provides students fresh and concrete awareness of the world and its possibilities and challenges. The second practice followed by the institution titled, *Catch them Young* is an attempt to create alternate trails of knowledge and learning through co-curricular and extracurricular activities. It's a probable shift from the rigorous nature of theoretical academics to the essential need to broaden ones vistas to the realms of social sensitivity. The practice aims at providing socio cultural and political exposure to the students through various co-curricular activities and making them participate in various competitions that would enrich their knowledge of the everyday world they live in. The thrust area followed by the institution is Research and Development which envisages innovative and inclusive research. Research for society is the motto with which the forum functions.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHATMA GANDHI COLLEGE
Address	Mahatma Gandhi College Kesavadasapuram Pattom P O
City	Thiruvananthapuram
State	Kerala
Pin	695004
Website	www.mgcollegetvm.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	M R Sudarsan nakumar	0471-2540103	9400233822	-	nssmgcollege@gmail.com
IQAC Coordinator	M S Anil Kumar	0471-2354660	9446414660	-	mgciqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-09-1945

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University of Kerala	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	03-03-1956	View Document
12B of UGC	03-03-1956	View Document

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	18-03-2010
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Department of Science and Technology
Date of recognition	05-01-2012

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Mahatma Gandhi College Kesavadasapuram Pattom P O	Urban	48	10000

2.2 ACADEMIC INFORMATION

NAAC

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	BA,English	36	HSE or CBSE or ISC	English	40	40
UG	BA, Malayalam	36	HSE or CBSE or ISC	English	48	48
UG	BA,Hindi	36	HSE or CBSE or ISC	English	48	48
UG	BSc,Botany	36	HSE or CBSE or ISC	English	38	38
UG	BSc,Chemistry	36	HSE or CBSE or ISC	English	55	55
UG	BSc,Mathematics	36	HSE or CBSE or ISC	English	55	55
UG	BSc,Physics	36	HSE or CBSE or ISC	English	55	55
UG	BSc,Psychology	36	HSE or CBSE or ISC	English	39	39
UG	BSc,Zoology	36	HSE or CBSE or ISC	English	38	38
UG	BA,Economics	36	HSE or CBSE or ISC	English	73	73
UG	BA,History	36	HSE or CBSE or ISC	English	42	42
UG	BA,Sociology	36	HSE or CBSE or	English	51	51

			ISC			
UG	BCom,Com merce	36	HSE or CBSE or ISC	English	70	70
PG	MA,English	24	UG	English	21	21
PG	MA,Malayal am	24	UG	English	23	23
PG	MA,Hindi	24	UG	English	19	19
PG	MSc,Botany	24	UG	English	15	15
PG	MSc,Chemis try	24	UG	English	15	15
PG	MSc,Mathe matics	24	UG	English	23	23
PG	MSc,Physics	24	UG	English	18	18
PG	MSc,Zoolog y	24	UG	English	15	15
PG	MA,Econom ics	24	UG	English	15	15
PG	MCom,Com merce	24	UG	English	23	23
Doctoral (Ph.D)	PhD or DPhi l,Malayalam	60	PG	English	40	15
Doctoral (Ph.D)	PhD or DPhil,Hindi	60	PG	English	34	23
Doctoral (Ph.D)	PhD or DPhil,Botan y	60	PG	English	58	14
Doctoral (Ph.D)	PhD or DPhi l,Chemistry	60	PG	English	34	13
Doctoral (Ph.D)	PhD or DPhil,Physic s	60	PG	English	48	25
Doctoral (Ph.D)	PhD or DPhi l,Zoology	60	PG	English	24	11
Doctoral (Ph.D)	PhD or DPhi l,Commerce	60	PG	English	22	20

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				25				86			
Recruited	0	0	0	0	13	12	0	25	29	57	0	86
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				38
Recruited	17	3	0	20
Yet to Recruit				18
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	1	1	0	2
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 Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	13	9	0	20	37	0	79
M.Phil.	0	0	0	0	3	0	3	5	0	11
PG	0	0	0	0	0	0	4	7	0	11

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	1	4	0	5

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	23	0	0	0	23
	Female	98	0	0	0	98
	Others	0	0	0	0	0
UG	Male	741	0	0	0	741
	Female	1136	3	1	2	1142
	Others	0	0	0	0	0
PG	Male	55	0	0	0	55
	Female	306	0	0	0	306
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	50	66	41	56
	Female	87	71	92	75
	Others	0	0	0	0
ST	Male	6	11	9	4
	Female	12	8	13	5
	Others	0	0	0	0
OBC	Male	37	67	39	41
	Female	112	73	98	96
	Others	0	0	0	0
General	Male	179	186	194	211
	Female	356	342	335	316
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		839	824	821	804

3. Extended Profile

3.1 Program

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

Response : 497

Number of self-financed Programs offered by college

Response : 0

Number of new programmes introduced in the college during the last five years

Response : 2

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2295	2209	2099	1843	2085

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

2016-17	2015-16	2014-15	2013-14	2012-13
162	162	162	162	158

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

2016-17	2015-16	2014-15	2013-14	2012-13
761	709	722	700	613

Total number of outgoing / final year students

Response : 3505

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
111	109	111	109	105

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

2016-17	2015-16	2014-15	2013-14	2012-13
110	108	110	108	104

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

2016-17	2015-16	2014-15	2013-14	2012-13
112	112	112	109	107

Total experience of full-time teachers**Response : 2279****Number of teachers recognized as guides during the last five years****Response : 125****Number of full time teachers worked in the institution during the last 5 years****Response : 540****3.4 Institution****Total number of classrooms and seminar halls****Response : 84****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
93.57645	26.43483	92.78981	75.34090	82.81843

Number of computers

Response : 276

Unit cost of education including the salary component(INR in Lakhs)

Response : .3477

Unit cost of education excluding the salary component(INR in Lakhs)

Response : .323

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution works in an affiliated system in which the academic programmes and curricula are supervised by the University. Faculty members prepare teaching plans in accordance with the academic calendar before the beginning of every semester. Since the teaching plan is based on the academic calendar, the completion of courses can be ensured in time. Various teachers of the college are active members of various bodies for planning and effective implementation of the curriculum and engage actively in the planning process. Apart from the academic calendar provided by the university, the college follows its own academic calendar for the schedule of class tests and internals.

The college follows the Continuous Comprehensive Evaluation pattern which consists of two parts: in-semester evaluation and end-semester evaluation. The in-semester evaluation includes an in-semester examination, assignments, and research projects. PTS meetings are held regularly after internals with a view to redressing grievances and ensuring the involvement of parents in the learning process.

Almost all the Science disciplines and the Humanities follow ICT-enabled teaching methods. Moodle-based Learning Management System (LMS), implemented with effect from August 2017, helps in the dissemination of course content by means of a mobile app through which assignments, seminars, etc. are dispatched to students. Video-conferencing has also been incorporated to provide online assistance to students. Brainstorming sessions and academic games like Spell Bee, Quiz, Treasure Hunt, etc. also help to create a vibrant classroom atmosphere.

In order to fill the skill and knowledge gaps in the students and the curricula, various departments have devised enrichment courses known as add-on courses. Add-on courses supplement regular course-content and help students learn essential life skills.

Value-added courses with transferable skills provide guidance to students to build a sound career and explore new avenues. The Value-added courses undertaken by various departments are the result of a sharp awareness of national as well as global needs. The college also organizes department-wise workshops, seminars, conferences and expert lectures to increase the academic potential of students.

The following is a list of the various teaching methods used in the college:

1. Collaborative learning process has been adopted by many departments, whereby teachers and students identify some emerging areas and form a group and contribute diverse perspectives to the discussion.
2. Advanced learning programmes like Walk with the Scholar (WWS) provide impetus to students to plumb the depths of their imagination and go beyond the syllabus.
3. Remedial teaching is an initiative to address the weak points of below-average students and strengthen their learning skills.
4. Cognitive teaching methods like peer teaching, discussion, questioning method and field trips are also implemented.
5. Programmes like Scholar Support Programme (SSP) give weak students additional support related to difficult topics in the curriculum.

The college also employs a feedback mechanism centred on different stakeholders. It reflects the level of satisfaction of students regarding the innovative teaching practices.

The college management always respects the academic freedom of the faculty and encourages innovations in teaching and research.

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

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

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

Response: 150

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

2016-17	2015-16	2014-15	2013-14	2012-13
36	31	34	34	27

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

1.2 Academic Flexibility

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

Response: 12.68

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

Response: 63

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

Response: 76.67

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

Response: 23

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

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

Response: 1.67

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

2016-17	2015-16	2014-15	2013-14	2012-13
90	30	30	30	0

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

1.3 Curriculum Enrichment

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

Response:

Environment and Sustainability(ZO 241) provides knowledge of how environment functions, and through field trips and practice sessions, promotes an understanding of issues of scale, complexity and conflict resolution. Water management policies related to watershed development, remote sensing system, waste disposal practices and impact of pollution on local, regional and global level are also addressed.

Writings on Contemporary Issues (EN 1121) included as foundational course for students of all disciplines sensitizes them to issues of human rights, impact of globalization on third world countries and poverty alleviation, gender inequities and substance abuse in teenagers. **Environmental Studies** (EN 1221.1), another foundational course, induces a comprehensive understanding of environmental issues and discusses problems and solutions related to potential threats on environment and sustainability.

Environmental economics prepares students to apply tools of economics to address environmental problems, both natural and man-made, whereas ecological economics undertakes a more pluralistic approach to environmental problems and focuses on long term environmental sustainability and issues of scale. Students are introduced to policies fostering environmentally sustainable economic growth and natural assimilation of pollution. In **Economics of Growth and Development** (EC1543), gender inequities pervading economic decisions and their influence on gender balance are taught. Gender economics is gender neutral and encompasses male, female and other gendered identities. It recognizes the need for women to make direct contributions to the economy by eviscerating masculine biases. The paper **Methodology and Perspectives of Social Sciences** (EC1141) deals with academic and ethical issues like plagiarism and value judgments. In **Human Resource Management** (EC 1551), students learn the importance of mutual respect, camaraderie, compassion, commitment and team spirit. In **Social Behavior**(PG 1441), students learn about attitude formation, prejudices based on caste and gender existing in society. The **Social Psychology** (PG 1541) paper deals with gender, gender discrimination and transgender issues. It also includes socially pertinent topics like altruism and pro-social behavior, urban environment and social behavior, media violence, child abuse, domestic violence and ragging, and psychological aspects of environmental and social issues and of poverty – causes and consequences. In **Foundations and Methods of Psychology** (PG1141), students are educated on Ethics in Psychological Research.

Department of Commerce has included in its syllabus, papers such as **Environment and Sustainability and Human Values in Environmental Studies** (CO 1121) and **Professional Ethics in Business Ethics and Co-operate Governance** (CO2 22).

The paper **Environmental Studies and Phytogeography** (BO 1542) deals with ecosystem, biodiversity conservation and environmental pollution. It creates awareness on diversity of biomes, various threats to biodiversity, different types of pollution, consequences and its control measures.

All courses in Hindi, both at the UG and PG level, have been designed with a view to sensitizing the students to gender issues, environmental degradation, social alienation and various other topics of contemporary relevance.

Two courses—*Paristhidhi Sidhanthavum Avishkaravum*—ML1331 (Environmental Theory and Praxis), *Dalit Ezhuthum Pennezhuthum: Sidhanthavum Avishkaravum*—ML1431 (Dalit Writing and Women's Writing: Theory and Praxis)—which create an awareness in students about gender issues and environmental problems are offered in the mother tongue.

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

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

Response: 14

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

Response: 14

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 80.7

1.3.3.1 Number of students undertaking field projects or internships

Response: 1852

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

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: B.Any 3 of the above</p>	
File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: A. Feedback collected, analysed and action taken and feedback available on website</p>	
File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.08

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	4	1	3	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
824	821	804	751	719

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

2016-17	2015-16	2014-15	2013-14	2012-13
824	821	804	751	719

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 86.94

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

2016-17	2015-16	2014-15	2013-14	2012-13
156	155	140	123	127

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

2.2 Catering to Student Diversity

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

Response:

During the online admission procedure as per the Government/University norms, the head of the department, along with the tutor of the first year UG/PG class interacts with the students and their parents to identify the potential of the students. Based on this interaction, and on the marks of qualifying examination, advanced and slow learners are identified. Students are further identified accordingly based on their attentiveness in class, performance in different activities assigned to them, tutorial sessions and results of internal and end semester examinations. Institutional and department level orientation and induction programmes are organized after the completion of the admission procedure to help the students get a comprehensive idea about the curriculum and syllabus. Tutors diary, which is a periodic informal method of evaluating the holistic growth of the student, also provides a measure of identifying the learning capabilities of students.

Slow learners and those who need extra support, such as first generation learners and students from disadvantaged sections are identified by the corresponding tutor and are offered remedial classes after the regular working hours. Moreover UGC funded special remedial classes were conducted for SC/ST students during the year 2015-2016. Scholar Support Programme (2014-2017) of Higher Education Department, Government of Kerala also supports students from disadvantaged sections. Peer learning groups and group activities are organized to enhance their confidence. They are motivated to actively participate in alternate methods of learning like co-curricular and extracurricular activities that would further augment their learning skills.

Advanced learners are given special assignments and projects, and are prescribed additional text

books and online study materials. Programmes like Walk With a Scholar (WWS) is a privilege for advanced learners as it nurtures their potential by providing them theoretical/practical knowledge beyond the curriculum. Our college has been selected by the Higher Education Department for conducting study trip (HAL, Bangalore, IISc Bangalore, IIM) as part of WWS. They are made team leaders of group assignments/projects and peer teaching groups and are given chance to participate in interdepartmental and inter collegiate competitions. Visit to prestigious institutions VSSC, NCESS, NIIST, CDS etc give them exposure and encourage them to pursue higher studies. They are encouraged to attend summer schools and Government run programmes like ASAP. The institution has successfully introduced orientation programme for civil service aspirants.

Advanced learners at PG level are provided ample opportunities to augment their research acumen. They are also given GATE, NET/JRF coaching and mock tests. They are motivated to attend and present papers in seminars and workshops. They are also trained to use INFLIBNET facilities.

Interactive sessions with resource persons from various walks of life are also conducted in the institution. Students are motivated to make the best use of library facilities and most of them have membership in Kerala University library and Public library. The institution believes that these diversified activities cater to the needs of the heterogeneous student population of the institution.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 20.86

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.65

2.2.3.1 Number of differently abled students on rolls

Response: 15

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

2.3 Teaching- Learning Process

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

Response:

The paradigm shift to ICT enabled class rooms from the conventional lecture classes has opened up infinite possibilities of active learning and knowledge acquisition to the present generation. All curricular, co-curricular and extracurricular activities of the institution are aimed at the holistic development of the student by providing them varied learning experiences. Participatory and multisensory approach to learning ensures active involvement of the student in teaching-learning process which provides them a deeper understanding of the subject.

IQAC has given thrust to student centric learning, which promotes a proper ambience for better transfer of knowledge. The techniques employed are: (1) **direct learning** in which students answer and solve problems, ask questions and conduct active discussions about them, (2) **cooperative learning** in which student's active participation insure in group assignments, case studies, projects, problem solving activities and (3) **reverse order learning** in which students get most possible freedom to question and address the problem and learn the course material in the context of resolving the problem.

The common student centric methods followed by various departments are listed below:

Experiential methods: Field trips, demonstrations, internship, making models, skits, documentary production, poster exhibitions, demonstrations, practicals, workshops, survey, simulation, role play, language lab, visit to research and development centers such as VSSC, NIIST, NCESS, visit to destitute homes and palliative care centers, Community interaction programmes etc

Participative methods: Debates, group discussions, brainstorming, active learning using e-resources, manuscript magazines, public speech on general topics, *Vaayanaavaram*, student colloquium, *Vagvardhinisabha*

Problem solving methods: Quiz, projects, assignments, organizing and participating students in national/college level seminars, MCQ tests

Projects are mandatory in the curriculum. Group projects for UG students' help them to learn as to how to behave in and work as a group. Individual projects are given to PG students. They either do their work or a part of their work in reputed institutions. PG forum organizes the presentation of their work before the submission of the project and best presentation is given certificate of merit.

Interaction with eminent academicians and civil service officers are done to instill a sense of motivation and inspiration among students. Presentation by students and faculty on the life and work of Nobel Laureates is also a feature of our institution. Internship is offered by department of Commerce, Psychology and Sociology. These make the students more self reliant.

Since seven departments of our institution are approved research centers of the University, it is an

additional boon for our students to interact with the research scholars and get to know about their work and research experience, which is sure to motivate our students to higher studies and then to research.

Improvement in personal attributes such as mental ability, experimentation with new situations, concentration, self motivation, appreciation, eagerness and quick response along with values such as scientific temper, collaboration and righteousness are achieved by the various student centric activities of the institution.

File Description	Document
Link for Additional Information	View Document

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

Response: 90.91

2.3.2.1 Number of teachers using ICT

Response: 100

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

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

Response: 20.68

2.3.3.1 Number of mentors

Response: 111

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The decisive function of teaching-learning process is to realise and nourish cognitive, affective and psychomotor skills of students. The college aims to produce knowledge through multisensory and vibrant learning experience and circulate the same for the larger benefits of the society. The curriculum imparts value-added learning as well as attainment of life skills such as interpersonal, intrapersonal, time and stress management, language and computer skills. For this, we offer students formal modes within the curriculum like assignments, seminars and projects. Lecture method now been supported by ICT enabled learning which provides an active learning experience to the students. Besides lectures, other learner centric methods such as peer teaching, power point presentations, lectures by subject experts, practical sessions, mock sessions in the class, group discussions, film /documentary shows ensure the active participation of students in the learning process.

Various interdepartmental competitions such as subject based quiz, science and literature exhibitions, poster making and cartoon competitions, flash presentations are held every year which fosters communicative, presentation, creative reading and writing skills, critical thinking and logic reasoning. Various departments have organized food festival in order to create awareness among students regarding the plurality of food culture and the social readings related to it. The fest jointly organized by boys and girls tend to break away from the established gender role plays thereby consciously making the students gender sensitive.

Interdepartmental lecture series and expert lectures by eminent personalities are regularly conducted by the institution. Lecture by Padmasree Dr Thanu Padmanabhan, Mr T P Srinivasan IAS, Mr Adoor Gopalakrishnan, etc are some of the eminent personalities who interacted with the students. Industrial visits, study tours, field level survey, site visits, industrial training and project works, participation in seminars and workshops and presenting papers in inter and intra institutional level seminars nurture the talent of students and make them aware that learning is an initiative that upholds all the possible ways of knowledge experience.

Students of this institution actively take part in various humanitarian services rendered to various disadvantaged sections of society. Such visits make the students socially sensitive and responsible. (visit to nearby geriatric centres, palliative care units and mental health clinics).

College has a “*Star Forest*” and herbal garden, well maintained by the students, which is a great pool of botanical as well as indigenous knowledge.

Involvement in activities like Yoga and self defence programmes like RAKSHA boost the kinaesthetic abilities and confidence of the students. Various courses offered by departments also help in instilling life skill values in students.

‘*Shyaam Vigyaan*’ is a unique endeavour where students sit in groups and discuss about their areas of interest and share ideas and views on science, arts, literature, films etc in the presence of a faculty or an external expert. These sessions are conducted after the regular working hours, and this gives the students an exposure to various subjects of their interest outside the curriculum.

2.4 Teacher Profile and Quality

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

Response: 97.83

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

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 69.83**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
77	79	76	71	74

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

2.4.3 Teaching experience per full time teacher in number of years**Response:** 20.72

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 17.59**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
7	10	1	1	0

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

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

Response: 16.28

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

2016-17	2015-16	2014-15	2013-14	2012-13
21	18	20	16	15

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

2.5 Evaluation Process and Reforms

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

Response:

The college follows the norms and policies of continuous evaluation as prescribed by the CBCSS Regulation of the University. The college strictly adheres to the philosophy of continuous evaluation and provides further betterment chances to students even while conducting a minimum of two internals and one end semester examination. Formal method of internal evaluation is as per the University norms. In addition to marks for written exams (50% weightage), internal evaluation assessment mode includes marks for attendance and assignments (25% weightage for each) for UG programmes. For PG programme, 40% weightage is given to marks for written examination and 20% weightage each for attendance, assignment and seminars. Internal examination question papers are modelled on university question paper so as to make students familiar with the question paper pattern.

Since the aptitudes of the students are heterogeneous, preconditioned parameters are not sufficient to assess and identify the scholastic and co-scholastic potential of the student. College has taken special care to design various stratagems to informally and continuously evaluate its students depending on their curricular and co-curricular and extracurricular activities. Mentors play a significant role in identifying students' scholastic and co-scholastic potential abilities. Collaborative learning groups are formed in classes and they are given special assignments/activities and they are asked to present the same as seminars, charts, posters and other knowledge sharing methods. Advanced learners are given innovative assignments outside the prescribed syllabus, yet those that complement the syllabus concerned. This inculcates a self-learning culture which is very crucial in the methodology and philosophy higher education. Slow learners are also given relative assignments so as to give them practical exposure to the skills of learning. They are specially monitored and provided confidence.

Pre-submission presentations of the PG dissertation is regularly organized by the college PG Forum. The presentations organized as a major event creates an academic milieu wherein students grasp the methodologies of research work and the importance of creative/critical endeavors in the realm of higher education. These activities are evaluated regularly using tools like range scale, interview schedule and peer review. Tutors diary is a collective record of the performance of the student in each semester. Students who are first generation learners are given special attention to improve their academic, interpersonal and social skills. They are given regular tests during the remedial classes to improve their performance in University examination. Subject based quiz and open book exams and surprise tests are some of innovative initiatives to enable the students to face the contemporary challenges and to evaluate the student informally.

Previous year question papers are made available to the students and model examinations are conducted before the commencement of end semester examination. A department level test is conducted for those students who are unable to attend the internal exams due to genuine reasons. Oral exams are also employed on specific instances. Analysis of end semester exam result is carried out at department level and also by IQAC.

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

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

Response:

The CBCSS regulation followed by the University is student centric in nature. The methods of evaluation followed by the college stick to this aspect and uphold the philosophy of continuous evaluation. A regular, transparent and healthy mechanism is in place to ensure the wide student friendly possibilities of the system. The internal evaluation process of UG and PG courses of the college are done with strict adherence to CBCSS regulations of the university. Internal examinations are conducted as per the academic calendar of the college, which is in tune with the university academic calendar. The academic calendar is made available to the students so as to enable them to prepare their portions in advance so that they can perform well for the internal examinations.

Performances of students are assessed through internal (internal examination, attendance, assignments and seminars) and external methods (end semester examination by the University). Internal exams are properly valued and further chances are given for absentees and those who need improvement. Monthly attendance is displayed on the notice board by the tutor and marks are awarded based on the consolidated attendance of the students for a course as prescribed by the rules and regulations of the University. Assignments/seminars are given to the students and marks are awarded according to the content and their innovative presentation skills.

College has constituted internal monitoring bodies like Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC), and internal examination cell to ensure smooth and fair conduct of internal examinations and continuous evaluation. A centralized internal examination schedule is prepared by the Internal Exam Cell. The arrangements made as per university exam pattern ensure fair conduct of the internal exams. Internal assessment for practicals is also done based on lab discipline, timely execution of practicals, skill in performance and observation and presentation of results.

Once the answer scripts are handed over to the faculty it is ensured that evaluation is carried out in a stipulated time period. Answer scripts are distributed to the students after evaluation and ample time is given to raise concerns and clarifications regarding their performance output. The student centered approach followed by the faculty is democratic in nature and gives space for the students to opine their different views regarding the same.

Slow learners are given a chance to improve their marks. Continuous Evaluation (CE) marks are displayed on the notice board and students are given enough time to raise their grievances. College level monitoring committees take special care to address and rectify these grievances. The CE marks are forwarded to the university only after getting the concern/signature of the students and rectifying the grievances, if any. Departments take adequate measures to improve the quality and performance of those students who haven't performed well in the internal evaluation process and takes extra vigil to prepare them for the end semester examination. Student/parental/alumni feedback is sought regularly in order to incorporate the needful reforms.

File Description	Document
Link for Additional Information	View Document

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

Response:

Higher Education as an arena of knowledge production, implementation and circulation is bound to be open-ended and democratic in its theoretical as well as everyday affairs. The value system as followed by the stream is not hierarchal. The teacher-student duo is not placed or read as a binary where the teacher has unquestioned power over the students. Rather, active learning is a give and take process where both the parties are bound to be creative and critical of the system and its function. The learner centric method of educational system as followed within the institution has a three tier grievance redressal mechanism for the students. The rights of the students to convey their concerns and grievances are aptly addressed and

resolved through this system.

Of the three tier system, two functions at the college level and one at the university level. The college has constituted a Department Level Monitoring Committee(DLMC) to initiate and rectify the enquiry related to student grievances. DLMC is constituted with Head of the department as the coordinator and faculty of the department as its members. If the department fails to find a solution, the grievance is forwarded to the College Level Monitoring Committee(CLMC) which comprises of principal and heads of the departments. In rare cases, where the grievance cannot be solved by CLMC, it is forwarded to the University. Special care is taken to address the issues raised by the students in a time bound manner. External grievances regarding the schedule of University examinations, nature of question paper etc are also forwarded to the University.

In addition to the prescribed grievance redressal mechanisms, the college has deliberated democratized methods of maneuvering the concerns raised by the students. A grievance box is placed near the Principal's office where the students are free to post their grievances. The complaints are collected and properly taken care of to resolve the concerns raised. The College has a Grievance Redressal Cell with a convener and members from the faculty to tackle the issues raised by the students and the faculty. The committee takes in to consideration the issues raised, constitute an enquiry and attempt to vigilantly solve the matter concerned. Grievances can be communicated to the faculty through college website as well. Confidentiality of students' grievances is ensured and CLMC confirms that these grievances are properly addressed and resolved, guaranteeing the benefit of the students.

University of Kerala has formed a student grievance cell which takes in to consideration matters regarding both internal and semester examinations. It provides an opportunity for the students to revalue or scrutinize their answer scripts after the publication of the results. The institution as well as the university has a valid redressal mechanism which can be depended on and clarifications/corrections are done at all levels of internal/external examination concerned.

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

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

Response:

The curricular, co-curricular and extracurricular activities of an academic year are planned and oriented in the beginning of each academic year. The Academic calendar, which gives a wholesome picture of the activities of the entire year, is discussed and finalized in a joint meeting of the group tutors and head of departments, internal exam committee convener, CLMC convener, academic committee convener, Club Activities convener, college council secretary and IQAC coordinator, presided by the Principal. Plan of action of various clubs and forums are also collected and taken into consideration. Based on the general academic calendar, departments prepare a schedule of their activities which is then forwarded to the Academic Committee. The academic committee reviews the same and prepares the final draft of college

academic calendar.

Schedule of internal examinations, display of CE marks, submission of projects and assignments etc are formulated in tune with the University academic calendar. Dates for conducting different scholastic and co-scholastic activities are also included in the academic calendar. Tentative dates for Arts day, College day, Merit Day, Sports day, NSS/NCC and club activities etc are also mentioned. Academic calendar is circulated to the students so that they can prepare well in advance for their internal and University examinations. The Internal Examination Committee, CLMC, Academic committee, heads of departments, club coordinators, NSS/NCC officers, College council and the IQAC ensures that all activities of the college are conducted systematically as per the academic calendar.

If classes are lost due to some unavoidable circumstances, college academic committee regulates the work by scheduling extra classes with special time table on regular days, holidays and even during week days after the regular working hours. A full-fledged academic calendar helps to bring in to practice the vision and mission envisaged by the college. It provides a sense of direction and discipline to the activities as well as to the students who partake in organizing the activities of the college.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Institutions of higher education are not mere centers of knowledge creation. It's a bridge way between attaining education/skill development on one hand and converting it as ones livelihood/survival means on the other. Moreover, it also tends to initiate an overall development of the students which would further furnish the sociopolitical and general fabric of the nation. Within the stream of higher education, along with its manifold anticipated outcomes, the most crucial one expected of any programme is the integral and comprehensive growth of all its students. Apart from the general course, programme and programme specific outcomes laid down by the University, the institution, as its exclusive agenda, aims to instill in students social consciousness, righteousness, emotional intelligence, self-reliance, and human values through its varied everyday activities.

Each course has its specific, expected outcomes which include the fundamental and in-depth knowledge on the subject, promoting analytic and observational skills, developing aptitude for higher studies, setting a stage for employment and making use of the knowledge gained in the readings of everyday. Connecting theoretical knowledge to practical life skills and the capability to manifest the same is an integral part of any expected course outcome. Once the University introduces the new syllabus, discussions are conducted at the department level to identify and consolidate the programme outcome(PO), course outcome (CO) and program specific outcomes (PSO). The report is assessed and reviewed by the college academic committee and IQAC. The reviewed report is uploaded to the college website. Thus

institution ensures that Course Outcome, Program Outcome, and Programme Specific Outcome are communicated to all the students and the faculty alike.

After admissions to first year programme, IQAC organizes a full day induction programme, attended by all the faculty members and first year students of the institution, with the objective of giving the fresher's an orientation about the programmes for which they have been enrolled, vision and mission of the college, college timings, anti-ragging rules, facilities available in the college, examination system, weightage given to the different courses and criterion for internal assessment. Next level of orientation is conducted at the department level. The faculty handling each course introduces the students to the course, its outcome and the methods to attain it. Students are also made aware of various vistas of academic avenues available for them after the successful completion of the course. Students are facilitated with e-resources, supplementary study materials and other resources which enable them to achieve these outcomes. All the curricular, co-curricular and extra-curricular activities conducted in the institution by various departments, clubs and forums and by NCC/NSS wings are designed in such a way that the students achieve the expected learning outcomes in par with the standards of other reputed higher education institutions.

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

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

Response:

The success of any course or program can be evaluated only by taking into consideration the range of its outcomes at various levels. Course outcome, program outcome, and program specific outcome with reference to the syllabus laid down by the affiliating university is carefully reviewed, discussed and practically planned by the institution. Realization of these intended learning outcomes is central to evaluate the academic progress of the students. College academic committee and IQAC play an active role in critically evaluating the achievement of the prescribed/expected learning outcomes. The participatory level of the students in academic and other activities of the college, assessment of the ways in which they have utilized the exposure to alternate methods of learning, marks scored for internal examinations and end semester examinations are some ways of assessing whether course outcomes have been achieved by students. For examinations, a detailed result analysis – course wise, category wise and gender wise analysis – is done by the tutor and is submitted to the academic committee and the IQAC after the declaration of semester exam results. The programme outcomes are assessed in a similar pattern after the declaration of final year examination results. The general development of the students is assessed by the improvement and enthusiasm they show in their fields of study and also by their growth as a responsible social citizen aware of the world around them, which is reflected by their performance and involvement in other co-curricular and extracurricular activities organized by the institution.

The tutors maintain a tutor's diary which is a cumulative record of student's curricular co

curricular and extracurricular activities throughout his/her programme tenure and help the tutor to realize and measure the progress of his/her students. Class tests, different learning methodologies employed in class such as debates, quizzes, group discussions and seminars gives the course teacher an opportunity to evaluate the extent to which the student has acquired and imbibed specific course outcome. This also helps them to identify students who have learning difficulties. All graduate students are expected to develop better communication skills by the time they complete the programme and these skills are often examined with the help of language lab sessions and debate/flash presentation competitions. In addition to these, the student performance in various activities in college is also an indirect method of knowing the achievement of learning outcomes. Student's feedback collected periodically acts as key component in assessing whether the students are facilitated in attainment of course outcome and programme outcome and it also helps the institute to implement effective methods to attain these goals.

Programme specific outcomes are often assessed based on indicators such as analysis of students progression to higher studies and employment which includes admission to prestigious institutes for higher education, performance in UGC-NET/JRF, GATE, JAM, Civil Services and other competitive examinations.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 66.62

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

Response: 507

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

Response: 761

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.85

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	3	0	0	0

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

3.1.2 Percentage of teachers recognised as research guides at present

Response: 30.91

3.1.2.1 Number of teachers recognised as research guides

Response: 34

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

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

Response: 0.28

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

Response: 30

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

M.G. College has been in the forefront to create and imbibe new knowhow and impart the upcoming trends to our pupils. We have been diligent in not being purely syllabus oriented and opening the wide horizons of knowledge to our learners by crafting a craving for continuous advancement in their areas of interest irrespective of their opted discipline and also to conserve and preserve nature in all probable ways. The following are some fields where our faculties have shared their expertise to aid the students to carve their career of choice with élan and generate sufficient income for a comfortable life.

- **HORTICULTURE** –key factor in growing healthy plants and relevant in sustainable human existence.
- **HYDROPONICS**- This soilless gardening is the future solution to soil erosion and water scarcity.
- **MUSHROOM CULTIVATION**- The vastly nutritional, antiviral and antifungal mushrooms slow down the spread and effect of cancer, heart diseases and HIV/AIDS by boosting immune system. The benefits are small initial investment, use of structures which are biodegraders and agricultural water as substrate.
- **TISSUE CULTURE**-One of the rapidly budding areas of biotechnology with its high potential develops superior crops. It is now possible to regenerate species of any plant in the laboratory and attract the attention of plant breeders and industrialists.
- **ORNAMENTAL FISH CULTURE**- Relaxes the mind and contributes to a hale and hearty living. People are more acquainted with nature and use their time productively and also generate self employment opportunity.
- **WATER ANALYSIS AND POLLUTION MANAGEMENT**-Water pollution is a major hazard to humanity and new approaches to achieving sustainable utilization of water resources are explored.
- **CHEMSKETCH**- Molecular modeling programme to draw chemical structures. The learners profit from this exposure to the same tools they will later encounter in the workforce.
- **BEHAVIOUR MODIFICATION THERAPY FOR CHILDREN WITH AUTISM AND LEARNING DISABILITY**-Teach strategies to combat problematic behaviour and promote positive changes in these children. This approach, though no magic pill, is a combination of addressing underlying physical and mental health concerns and uses the behavioural and educational supports to teach replacement skills and self regulation. The prime aim of this training is to coach empathetic volunteers to care for the differently abled kids with love, care and affection.
- **SCREEN PLAY WRITING**–The screen writer breathes initial life into the characters, worlds and dramas unfolding on screen. We steer aspiring screen writers to customize their creative journeys

and receive vital strategic support and guidance as they learn the technique of screenwriting.

- **DEVELOPING LIFE SKILLS** –Life skills are abilities for adaptive and constructive manners that equip us to successfully deal with the challenges of life. So we offer several programmes like Windows Operating System, Data Analysis for Economics, Document Preparation using LaTeX, Programming in C++, Basic Communicationskills and Spoken Hindi Course to build up the students’ personal skills and approaches to effectively make use of their knowledge to pursue all the opportunities life proffers for the gain of the individual and society.

File Description	Document
Link for Additional Information	View Document

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

Response: 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

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

3.3 Research Publications and Awards

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

Response: Yes

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

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

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0.34

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 43

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 2.19

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

2016-17	2015-16	2014-15	2013-14	2012-13
63	73	37	29	34

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

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 2.26

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

2016-17	2015-16	2014-15	2013-14	2012-13
103	34	37	35	35

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

3.4 Extension Activities

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

Response:

M.G College, following the footsteps of its legendary founder and social visionary, Padmabhooshan Bharatha Kesari Shri. Mannath Padmanabhan, has always been committed to the upliftment of the downtrodden and eradicating the social evils in our neighbourhood. We believe in holistic education and aspire to mould a socially responsible human being with an intrinsic reverence for life. The following are the major programmes that various departments organise to instill egalitarian values in students and to enable them to be socially concerned for the less fortunate.

- **FEEL AT HOME** (Psychology, Sociology and Economics Departments)- Regular visits to orphanages, Old Age Homes, Palliative Care Centres and psychosocial rehabilitation centres and cloth distribution to make the inmates feel loved and cared.
- **CARE AND SHARE** (Psychology Department) Provide home-cooked meals to families of patients in Medical College and RCC. This humanitarian act is a great succour as they find it extremely difficult to make both ends meet.
- **NEST OF LOVE** (Psychology Department)- Awareness programmes and street plays on Schizophrenia, Autism and other mental health issues to expunge the stigma attached to them.
- **ENLIGHTENMENT THROUGH ENTERTAINMENT** (English Department)- The noxious effects of substance abuse are conveyed to the public through campaigns, cultural events like Back Space (Anti Drug Crusade) and publication of books like 'Vimukthi'. Our students visit de-addiction centres to get a firsthand experience on the detrimental aspects of these social ills and to dissuade many from this lethal addiction. Programmes on Breast Cancer, AIDS, gender sensitization and personal hygiene are also carried out.
- **TEACH AND SERVE** (Chemistry, English, Physics and Psychology Departments)- Our learners

are excited to coach children from nearby schools on difficult topics and also conduct exhibitions, open lab programmes and yoga classes. It is heartening that these conscientious youngsters voluntarily share their knowledge.

- **WASTE FREE CITY**(Chemistry Department)– Conducted survey in three resident associations on waste accumulation, a burning issue and the residents were effectively trained on its disposal.
- **LIFE IS PRECIOUS**- The NSS/NCC volunteers routinely donate blood to various hospitals. Their exemplary service was much applauded when the city was in dire need of blood platelets with the Dengue outbreak. They have also commendably donated stem cells to Dathri Blood Stem Cell Donors Registry, a noble venture to save patients from life threatening genetic disorders.
- **LEARN AND EARN** (Entrepreneurship Development Club and English Department)-Classes on umbrella, ornaments and soap making, fashion designing etc are organized to equip the students to be self reliant.
- **GREEN AND CLEAN CAMPUS**- It is a matter of pride that our college has been declared Green campus, a pioneer plastic free project in Thiruvananthapuram where all are encouraged to avoid waste accretion by steps like bringing lunch in tiffin carriers, use of eco friendly products and daily campus cleaning.
- **DRIVE OUT DENGUE**- To educate students on preventing Dengue, an awareness programme was arranged in association with Medical College. Inspired by it, the students distributed leaflets among their neighbourhood on the ways and means to control this epidemic.

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

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

Response: 23

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	9	3	1	4

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

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

Response: 53

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	15	8	9	8

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

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

Response: 0.45

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

2016-17	2015-16	2014-15	2013-14	2012-13
19	11	7	5	7

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

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**Response:** 67**3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
11	17	14	18	7

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**Response:** 2**3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)**

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Institution has adequate facilities for teaching learning viz class rooms, labs, computers etc

Mahatma Gandhi College campus stretches over an area of forty eight acres at a tranquil locale in the heart of the city of Thiruvananthapuram. The entire built in area is divided into three blocks namely the Main block, the Mannan Block and the Commerce Block having a total plinth area of 151200 sqfeet

The main block is a two storied building with an additional cellar compartment. The Main Block that spans over an area of 10000square meter houses seven major departments, libraries, class rooms, seminar halls, Zoology Museum, Principals Chamber, council room, examination room, administrative office, common computer lab, reprographic center and IQAC office. Out of the 61 class rooms in the main block, two are gallery class rooms and the rest are class rooms having the standard size of 91 sqm as stipulated by the statutory bodies. The general library located at the center of the main building provides everyone an easy access to the library. Separate, permanent rooms adjacent to the concerned departments, are allotted for all final semester UG classes and also for the PG programs. The seminar hall is air conditioned and ICT enabled with a seating capacity of 140. A well-furnished auditorium, with a seating capacity of 500 and a good public address system, is also in the main building. The Mannam block, adjacent to the Main block, houses three departments, concerned class rooms, common class rooms and a yoga room. The commerce block is exclusively used by the Commerce department, and consists of class rooms, seminar hall and staff room.

Each department has smart class rooms effectively used for academic purposes at UG and PG levels. All the departments are provided with sufficient number of computers which enable the students to maximize their e-sharing resources. The computer labs which consists of 80 computers forms a common platform for all the students to use it for the various purposes. We also provide restricted Wi Fi facility to all. A strict vigil is taken to avoid the misuse of these facilities by the students. There are four science research departments with well-equipped research laboratories in addition to the well maintained UG and PG labs. The college updates the UG and PG labs in accordance with the syllabus revisions by the university and regular addition of equipments are done every year using the allotted UGC funds. The availability of the major research equipment provides the UG & PG students ample opportunity to do their project works within the college itself. The general library, which consists of more than 65000 books, is automated with Grandha Software In addition to this, each department maintains department library to cater to the needs of the students.

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

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

Response:

The Physical Education Department, which caters to the diverse sporting needs of the College, started functioning in the year 1948. The 400 metres athletic track is bordered by pavilion and high-tech gymnasium. The stadium and other material facilities are suited for athletics, football, handball, baseball, softball, volleyball, netball and roll ball. The table tennis hall and cricket net with turf are set up.

The pavilion holds 5000 plus spectators. Attached to the pavilion, there are dressing room, store, VIP gallery and toilet. The yoga centre and the gymnasium take ample care of the physical welfare of athletes and general student community. Table tennis table, tread mill, multi-gym, weight training and body building equipment, changing room, toilet etc. are arranged. Karate and Cycle Clubs, under the auspices of Department of Physical education, NSS, and Women's Cell, render special training in karate and cycling to girls. Girls' rest room has carom and chess boards, and a contiguous badminton court.

These facilities are shared with the Kerala Public Service Commission, NCC, NSS units and neighboring institutions, for physical tests, coaching camps and sports competitions. Moreover, we utilize the facilities of other institutions and clubs during practice sessions of the College team.

The Department of Physical Education includes two Associate Professors. The students and staff can know their BMI and height-weight classification from the stadiometer, weighing machine and authentic charts maintained in the Department.

Our College is a regular winner of sports and athletic championships. At the University level, we lead in major events like football, cricket, ball badminton, baseball, handball, taekwondo, swimming and athletics. A large number of students participate in the intercollegiate, university, district, State, national and international level competitions, and win laurels. The College has very often been represented at sports camps held outside.

Mass programmes like yoga, aerobics, fitness assessment, etc. are conducted in the College. We offer an Open Course titled Health and Fitness Education to our Fifth Semester undergraduate students.

Yearly talent hunt, two-day Arts Festival, National festivals, celebrations as part of harvest festivals such as Onam, Pongal, etc. and College Day at the end of every academic year have always been part of the college calendar. The College has always secured a commendable position at the University Arts festival. Every department organizes respective annual fests with theatre, music, exhibitions, book fairs and art-literary-photography competitions.

The College Theatre recently enacted a scene from William Shakespeare's *Julius Caesar*, and a dance form of Kalidasa's *Ritusamhara* was staged. The College organized a screenplay workshop. Our students have made prize-winning short films and animation films. Movies are screened occasionally familiarizing the students with world movies and personalities. Folklore Club and Quiz Club are actively functioning. We provide volunteers and comperes during cultural events like International Film Festival of Kerala.

Students get to have face-to-face conversations with renowned figures. Anand (literature), Adoor Gopalakrishnan (cinema), Sreekumaran Thampi (music), etc. were invited recently to the campus. The annual Merit Day felicitates both prize-winners and participants of arts, sports and academic competitions of the year.

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

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

Response: 34.52

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 29

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

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

Response: 63.53

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

2016-17	2015-16	2014-15	2013-14	2012-13
76.00	18.70	79.50	38.00	24.50

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

4.2 Library as a Learning Resource

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

Response:

The general library has an aesthetically conceived interior, with an upper storey allocated to book shelves and a lower floor functioning as the reading area. Attached to the reading area, an internet hub has been designed which provides the students with complimentary Wi-Fi facility. It is indeed an expanse of sixty six thousand and five hundred and thirty four (66,534) books which fall into multifarious echelons like fiction, reference, contemporary, standard textbooks, study aids for competitive examinations and the like. The collection amounts to sixty six thousand and five hundred and thirty four (66,534) books and holds fifty thousand titles. The library keeps possession of a rack of major dailies, periodicals and journals in English and Malayalam which is given prominence in the reading area.

The library is fully-automated via Grandha software which operates in an efficient and user-friendly mode at the levels of stock-entry, bar-coding, book-search, issue, renewal and return of books. This assures maintenance of an impeccable collection database in the library. Each and every document in the library is provided with a bar-code for the ease of transaction.

The library welcomes the students with INFLIBNET-enabled computers. They can explore the wide variety of books, journals, theses, articles, research papers and audio-visual academic resources available on the Internet. To ensure optimum comfort of the students and teachers while pursuing knowledge, the library is provisioned with DTP, printing and xerox facilities.

The library occasionally hosts a mobile book fair run by Kerala Bhasha Institute, and special care is taken to lay in a noticeable state award-winning authors and books of a period. A library awareness programme is conducted periodically for students and members of the faculty. In the orientation programme meant for the fresh students of an academic year, a major session is designed in such a way that the librarian introduces the entire resources and services that the library renders to the students.

The library serves primarily through constructive guidance and suggestions for innovations elicited out of a keenly constituted advisory committee. The number of knowledge-resources, both print and online, and necessary furniture is enhanced randomly utilizing the funds granted by various government agencies at the state and central level.

Adjacent to the main library there is a network resource centre that help students to access the information online as the part of higher education. For that computers and a photocopier with colour scanning facility is also provided with reduced rate.

We have twelve department libraries which cherish subject's specific reading. The advantage of the system is that it gives the students the opportunity to secure the help of the teachers in the selection of books. Some departments provide personal journals so students can avail latest information about very new research works. Almost all the departments got internet access computer so students easily get e journals. College is registered in infibnet centre.

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

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

Response:

The centralized library of the college ever since its inception in 1948 has been a pool of academic resources. The long tradition of knowledge sharing has enriched the outputs of the library making it beneficial for the student community. Books categorized as rare according to various reasons like scarcity, unavailability of re prints, and closure of publishing houses have found a place among the rare collection of the institute library. The range of collection, most of them devoid of re-prints, includes books printed as early as 1893.

It was a moment of pride for the institution when the students of the University of California in Los Angeles donated books to our college library at the time of its establishment. These have been preserved with utmost care as precious resource materials. *Study of the English and American Poets (1900)*, *Composition Rhetoric (1905)* *Junior Highway to English (1922)* *Living English (1928)* are to mention a few. Another rare book which needs special mention is *Himagiri Vicharam* published by Thapovana Swamikal. This particular book, a forerunner among books on Himalayas, was first of its kind in Malayalam. A copy of the same is unavailable even in the prestigious Kerala University Library. The Malayalam translation of the Tamil grammar *Nannul* which is unavailable in other major libraries is preciousy preserved in our library. Another major work which is currently unavailable and preserved in our library is a book on comparative study of Arya-Dravida Language published in the year 1951.

Vomayanam, a work published in the year 1940 was a vernacular alternative attempt to the science books in English. It was intended to bring scientific temper and awareness to the common people. The initiative proposed by the book was later lost as it stopped publication. The title, *Christians and Malayalam Literature* published in the year 1935, details on the contribution of Christians since Dr. Herman Gundert to Malayalam literature. References about Christian wedding songs, Ramban songs and other songs of historical importance first appeared in this particular book. Another precious document which deserves special mention is the book by V.R Krishnanezhuthachan titled *Gramodharanam*. The work was selected as the best book in Dravidian Language by the University of Madras. The book, published by Devanagari Urudu Hindi Cog 1948, is unavailable in other libraries.

The college library prides in its unique collection of rare books which is in fact a treasure house of wisdom

and knowledge passed down to the posterity. The institution treasures the same with utmost care and vigil to ensure that the roots of traditional knowledge remain intact.

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

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 3.45

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

2016-17	2015-16	2014-15	2013-14	2012-13
3.88672	2.25505	5.25624	4.62897	1.23313

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

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

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 14.3

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

Response: 344

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Broadband connection is changing the way students learn and educators teach. Students, faculty and visitors at our campus now enjoy the flexibility to access web and exchange resourceful information from anywhere within campus. To study advance and provide students with the best of the latest services, Our campus has gone Wi-Fi. The campus is wireless-fidelity enabled, with a dedicated optic fibre internet, speed of 6mbps 1:1 up and down ratio. We have LAN connectivity with Optic fibre backbone network system and every end point is fixed with fibre converter. This system is introduced during 2016 July.

The students, members of the faculty and non-teaching staff can access the internet, free of cost, all through the working hours, via the twenty five PCs which are at their service. Presently, 6 MBPS bandwidth lease line is available in the College. The software purchased by the College Synnefo. The networking system at the receiving end, i.e., the College, is highly secured and well managed. The Photostat centre is equipped with one piece of photocopier machine, and the centre is also governed by the IT club. The College Council puts forward a member of the faculty to serve as the Convener of the IT

Club.

The internet connectivity is available to faculty and students in the general library too. The entire network is behind powerful firewall and the network traffic is scanned at the gateway level for threats and viruses. We have previously used software called SMART GUARD. We found lot of limitations in it. Now we are using software called SYNNEFO, its bandwidth management software. It can able to control individual speed. This software is also introduced during 2016 September.

Twenty classrooms are furnished with LCDs and forty classrooms with Wi-Fi.

There are six powerful antennae inside the campus and each Department has a router. This ensures uninterrupted, strong wireless-fidelity. The entire network is behind powerful firewall and the network traffic is scanned at the gateway level for all threats. We use the SYNNEFO software, which is a intelligence bandwidth management software which can control individual speed.

Each Department has a smart classroom equipped with projector, white screen, laptop/desktop and other necessary accessories. The Mathematics, Physics, Chemistry, Botany, Zoology owns an exclusive computer labs, while language departments have a common language lab but work under department of English. The commodious research rooms aid well the Research Scholars of respective Departments in their academic pursuits. Every staff room has at least one personal computer which is web-enabled via Wi-Fi. The accessories like printers, UPS and headphones accompany the PCs. We have 160 working computers in various departments, labs, library, general computer labs, language labs and college office, out of this 135 computers are connected on the net.

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

4.3.2 Student - Computer ratio

Response: 8.32

File Description	Document
Student - Computer ratio	View Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document
Any additional information	View Document

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

Response: Yes

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

4.4 Maintenance of Campus Infrastructure

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

Response: 42.87

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

2016-17	2015-16	2014-15	2013-14	2012-13
21.07331	11.13125	22.15858	39.96915	60.28284

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

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic

and support facilities - laboratory, library, sports complex, computers, classrooms etc.**Response:**

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities.

The Heads of the respective Departments superintend the research , PG and UG laboratories. Each of the curricular, co-curricular and extra-curricular facilities available in the Departments are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by a member of the faculty, who is in charge of the particular class as their Group Tutor. The research-related facilities are made use of by the research scholars of the College on a time-sharing basis, under the supervision of the respective Research Guides, Heads of the Departments and the coordinator of the research committee.

The major funds which aid in the enrichment and maintenance of infrastructural facilities are from the Management, the PTA, the government (PD, UGC, CPE, CSIR, FIST, etc.), Minor Research Projects and Major Research Projects.

The institution avidly insists on credibility and transparency in all transactions, and it reveres social audit more than anything else. As a manifestation of this ideal, a Purchase Committee is constituted to administer all the purchases made in the campus. There are ample guidelines legislated for the Committee to exercise its powers judiciously. The Principal and a Convener, nominated by the College Council, head the Committee.

While purchasing any product annual maintenance contract and warranty is kept as one of the important criterion.

The Planning Board draws up and submits its proposals with a solid vision of the progress of the institution occurring over a long period of time to come. Moreover, the Board assists the College in drafting proposals and budgets to obtain financial assistance from various statutory organizations such as UGC, HRD, state government bodies, etc. The Board ensures proper implementation of the sanctioned schemes, and the equitable distribution of the funds allotted. The Planning Board is ushered by the Principal and a Convener, nominated by the College Council.

The IT Club, commonly known as the Computer club, renders common computer facility in the institution. An uninterrupted network supply is provided every Department, the College office and the computer centre are connected through optic fibre cables as a network which is monitored by the IT Club. A Photocopy centre is also in a row under IT Club. The College Council puts forward a member of the faculty to serve as the Convener of the IT Club.

All common seminar halls, auditoriums, audio systems, play grounds, toilets, rest rooms are maintained by PTA and Management. The Principal monitors the utilization of these spatial facilities.

File Description	Document
Link for Additional Information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 8.05

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

2016-17	2015-16	2014-15	2013-14	2012-13
179	225	163	121	165

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

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

Response: 0.93

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

2016-17	2015-16	2014-15	2013-14	2012-13
15	16	17	25	23

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

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

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

Response: 10.52

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

2016-17	2015-16	2014-15	2013-14	2012-13
198	206	211	224	259

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
100	120	98	60	48

File Description	Document
Details of the students benefitted by VET	View Document

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

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

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 6.93

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

2016-17	2015-16	2014-15	2013-14	2012-13
38	68	57	44	36

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

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 15.77

5.2.2.1 Number of outgoing students progressing to higher education

Response: 120

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 29.43

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	7	11	12	9

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

2016-17	2015-16	2014-15	2013-14	2012-13
35	38	33	32	34

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

5.3 Student Participation and Activities

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

Response: 54

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	11	23	11	7

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

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

Response:

Mahatma Gandhi College, a premier higher education institution owned by Nair Service Society, is an aided college affiliated to the University of Kerala. The admission procedure and other academic and administrative functioning of the college strictly follows the rules and regulations set up by the government and university. Students being active stakeholders in the realm of higher education is given active representation and role plays in the everyday activities of the college. A statutory representative body of students is constituted every year through election/nomination system on the basis of competency merit and attendance. Students elect two representatives from each class, out of which an executive committee is formed. This committee plan, co-ordinate and regulate various curricular, co-curricular and extracurricular activities of the college.

Students representation in the academic bodies of the college include department associations, clubs, committees and other forums that regulate and coordinate various academic deliberations like expert lectures, seminars, department fests etc. Apart from having two general class representative from each class, the students of each class also elect students to regulate and administer various co-curricular and extracurricular activities. Department level programs are conducted under the leadership of class representatives of the UG and PG classes of the concerned department. General programs meant for the whole community of the college are organized together by the teacher coordinators and the elected student representatives of the college. Since the honorable high court of Kerala has issued orders regarding student political activity and interference within the campus, politically affiliated college union elections are not followed in the campus. The college has taken effective steps to overcome this by electing representatives not only to academic and other co-curricular bodies but also to various administrative bodies and committees. The Internal Committee, a mandatory committee proposed by the UGC has student representatives from UG,PG and research level. Students are also active members/coordinators of various committees like women's cell, equal opportunity cell. NSS and NCC units of the college are yet another arena where student representation, interaction and commitment are manifested.

File Description	Document
Link for Additional Information	View Document

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

Response: 21.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
19	25	21	21	22

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

5.4 Alumni Engagement

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

Response:

Mahatma Gandhi College was established on the 14th of September 1945. Our college has a large size of alumni. Stalwarts like actor PadmasreeMohanlal, Justice K.S. Paripurnan, Former Supreme Court Judge, Dr.M.K. Ramachandran Nair, former Vice Chancellor, Dr.RadhakrishnaPillai are some of the top alumni occupying prominent positions in India. General Alumni meeting held once in every five years. The date, time and programme details of annual general body meeting of college alumni informed through press release and invitation. Due its large size, the institution has been following a policy to organizing department level alumnae for effective functioning. Alumni of all 13 departments met five times during the period 2012-17. “Pranja” of Psychology department, “Milab” of Hindi Department, “Balance Sheet” of Commerce and “Smrithi” of Sociology are the alumni association having with names. Alumni meeting have a common component of felicitating the academic achievements of the current students. Students in the running batches get an opportunity to interact with the fore runners of each department and class. Passed students of each department help the students who are studying in the college in many ways. Classes and interactive sessions with the competent and trained former students enriched the experience store house of the students. The institution remembers with much affection, the second day of second cycle NAAC Visit when alumni in large numbers turned up for interaction and the way in which they expressed their deep love and affection to their parent institution.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 39

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	7	9	10

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

MAAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The Mahatma Gandhi College inaugurated on 24th April 1948 by Pt. Jawaharlal Nehru and dedicated to the memory of Mahatma Gandhi is governed in a manner that upholds the true spirit of democracy. The vision of the institution “Sa VidhyaYaVimukthaye” aims at providing free and fair education to all. The governance of the institution reflects an effective leadership in tune with the vision and mission of the institution. The college under the management of the NSS Colleges Central Committee is led by an erudite Principal assisted by the College Council, a statutory body that advises the Principal on all important decisions. It is mandatory for all affiliated colleges under the Kerala University to have a college council. The college council of MG College has four elected representatives from among the teachers, all Heads of departments, the Head of the College office, the IQAC Coordinator and a student representative as its members. The council secretary will be elected from the elected members of the council and the Principal acts as the President of the Council. The College council that convenes as and when the need arrives discusses all major decisions suggested by the academic and non-academic committees of the college and recommends the final decision to the Principal. The Heads of departments interact with the faculty regularly to convey the policies and decisions taken by the council and also to collect the teachers’ feedback on the steps initiated by the council. The IQAC holds the pride of place among the various academic and non-academic bodies functioning in the college. At the very outset of the academic year the IQAC sets out a well-defined perspective plan of action for the upcoming year and periodically reviews and modifies it appropriately. The college has a very active student’s council with one boy and one girl representative from every class. From among themselves they nominate a chairman and a vice chair –person. The cultural and sports events in an academic year are initiated, planned and organized by the students’ council. The class representatives as well as individual students are encouraged to interact optimally with the class tutors. The decisions of the students’ council have to be ratified by the Principal after consulting the College council. Apart from this the academic performance and grievances related to evaluation are monitored by the College Level Monitoring committee and the ULMC. It also guides the academic initiatives of teachers and students, encouraging their participation, learning innovation and creativity and provides necessary administrative support to them. The PTA also has a very important role in the college administration. Regular Parent Teacher Student meetings are held twice in every semester and they are encouraged to interact. This helps in strengthening the bond between faculty and students. Through regular meetings the members of the college council and the members of the different academic and non-academic bodies regularly reviews and monitors the overall functioning of the college. All this reflects the truly participatory and decentralized nature of governance practiced in the college administration

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The college has a robust decision making and procurement process in place.

College receives funds from various agencies like UGC, State Government etc. The major decision making process is decentralized. College has formed decision making committees for this. We have college council, planning board, CPE Committee, IQAC, purchase committee, department level committees etc., mostly constituted by various department heads, teachers and shall be presided over by the Principal.

These committees are responsible for overseeing and implementing various proposal invitations announced by the College with Potential for Excellence (CPE) under the University Grants Commission. Once the CPE calls for a proposal from eligible institutions, the draft is prepared as below:

1. Collecting the requirements from the departments.
2. Discussing the requirements in the Planning/CPE committee and college council to finalize the requirements.
3. CPE committee prepares the draft.
4. The application will be forwarded to UGC after getting the approval from College Council.
5. Once the sanction order had received, it was discussed by the college.
6. CPE counsel distributed the funds to various departments based on their proposals.

The allocated fund had beenutilized with the following statutory procedures. In the presence of management representative CPE and Planning Committee met and took decision to utilize the allocated fund feasibly in accordance to the proposal which we have already submitted. In this the Heads of Departments presented the requirements after having a department level meeting with the respective teachers. After detailed discussions and iterations a final shape of the utilization schedule was evolved. After ratifying the above schedule in the college council the decision will be handed over to the purchase committee and then convened meetings of their own and discuss the methods and modes of procuring the articles and the works to be completed according to the store purchase rule of the government. Fund utilization process is monitored by IQAC.

The procurement was initiated through invitation of tenders which were notified in the leading news papers and college website. The purchasing committee accepted closed tenders received within a specific time period as advertised. The tenders with the most competent rates and superior in quality were considered for the final procurement of the item. The college officially communicated the approval of the tender to the submitter and they have to supply the items with in the stipulated period whether it is from within the country or from outside. To import the items from outside the country needs license and duty exemption certificates from the University of Kerala, which was be arranged by the purchase committee giving request to the Registrar. The purchase committee monitored this process throughout, to ensure that the tender agreements were complied with the delivery of items.

Hence the college has a professional mechanism for procurement of various items and other works under the scheme of Centre with Potential for Excellence (CPE).

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

The institution policies are well defined and decentralized. All important academic and administrative decisions are taken through several committees which have been formed in the college council. The strategies and plans have been chalked out after through discussions. The internal examination has been conducting for the last 8 years as a part of restructured choice based credit and semester system. Attendance, submission of assignments, test papers are the three parameters comes under the limit of the Continuous and Comprehensive Evaluation Processes. Centralized plan of conducting internal evaluation is one of the best examples for the systematic strategic implementation of our institution with regard to student achievement and remedial teaching.

In each semester the college conducts 2 sets of centralized internal examination, in addition to the class test papers. The mechanism is run by an examination committee under the leadership of an experienced senior faculty member nominated by the College Council. The function of the committee takes place in a systematic way.

College Council regularly meet to design the timetable of internal examination before the commencement of university examination. A senior faculty member is assigned the task of the examination by the college council as the Convener. As per the suggestions of the council, the Convener draft a notice of the examination with date, time, maximum marks and valuation scripts considering university examination regulations. The examinations are conducted with utmost care and seriousness and transparency as a prior experience to face final university examination. Corrected answer scripts are given back to the students before the commencement of the university examination.

As next step, prepared work schedule of invigilation duty circulates among the faculty members. Following assignments are specifically mentioned in it such as date, sessions, duration and hall number of examinations. Along with the schedule we also circulate the requirements of question papers. Required copies of question papers for all departments are taken from the computer center and it is distributed to all departments in a sealed cover.

Valued answer scripts are given back to the students within the stipulated time. Score sheet with student's signature exhibits on the respective department notice board. The gained scores in exams along with attendance and assignments are consolidated and uploaded in the university website as the score of continuous evaluation by the respective tutors. The copy of the CE sheets given to the students for their verification and signature. Then it is under signed by the concerned faculty, Head of the Departments and Principal. After the final verification marks are uploaded at all levels as advised by the university before the stipulated time.

Finally, there is a departmental evaluation of result analysis and progress reports are presented at the PTS

meeting and make sure special attention for those students who couldn't gain the expected result. Further follow ups are continued to achieve the desired goals through various remedial teaching methods.

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

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

Response:

Mahatma Gandhi College is an aided arts and science college owned by NSS Management affiliated to the University of Kerala. So the administrative matters have been decided by Government, University and Management together. The service matters related to appointments, promotions and transfers are generated by the Management and financial dealings are guided under the provisions of State Government/UGC regulations. The salary and other service related financial matters deals the state government by the UGC regulations. The academic decision powers are vested in the University which effectively takes all steps to fulfill the requirements of the academic needs. The fee and other reservation policies of the admission procedures are handled as per the norms and directions of the State Government.

In institutional governing body, Principal acts as the supreme authority. He is the person responsible to implement the rules set up by the Government, University and Management. All academic, financial and administrative matters are controlled by the Principal within the institution. The institution has a Council that is the statutory body according to the university statutes, which monitors systems and advises the principal to set strategic direction for all activities in the college. The college council includes Principal, all the heads of the departments, elected student representative, Administrative Assistant of the college and IQAC. All the academic and non-academic matters of the college are discussed and finalized in the council. The council decides the various leadership positions for the curricular and co-curricular activities of the college. Principal consults Council to take all major decisions of the college and then discuss the decisions in the General Staff Meeting convened by the principal. The council works out and implements the different academic initiatives and deputed the members to take charge of the initiatives. The role of IQAC is very important to finalize all the decisions of the college council.

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

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

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

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

Response:

The college has a gender sensitization committee against sexual harassment (GSCASH).

GSCASH is the university's instrument for addressing issues/grievances/cases of sexual harassment and recommending their redressal. This is in keeping with Article 21 of the constitution of India which assures constitutional obligation to see that there is no violation of the fundamental right of any person.

Later on 29/6/2017 GSCASH has been reconstituted as constitution of Internal Complaints Committee (ICC) (and a special cell to deal with the issues of gender based violence) and to conduct gender sensitization programmes.

Report of GSCASH convened on 22/3/2017

In response to the complaint given by a female student of M.G. College TVM, the Executive Committee called the complainant to the principal's room, listened patiently to her words and took her statement. It is found that there is no contradiction between the complaint she has put up and the statement given by her. Afterwards the three accused were called to the principal's room and the statements were recorded separately. They denied the allegations leveled against them and stated that they had not harassed the girl in any manner. In the light of the foregoing facts, the executive committee with the following recommendations decided to refer the issue to the college council for appropriate action.

- 1.To refer the case to higher authority for further action.
- 2.To handover the case to the police.
- 3.To end the proceedings within 5 days.
- 4.To suspend the students, pending inquiry.

Consequently a meeting of the Enquiry Committee was held at 2:30 pm on 31/3/2017. Before going deep into the Enquiry proceedings, the committee decided to conduct a conciliation talk with the complainant and the opposite parties, as per the provisions of the GSCASH Act.

The College Council held on 4/4/2017, constituted an Enquiry Committee to conduct a conciliation talk and to arrive at a final settlement of the issue. The Enquiry Committee asked the complainant to appear before the committee on 5/4/2017 at 12:30 pm and her statement was recorded. She made it clear that she didn't want to proceed with the complaint given to the principal on 21/3/2017. She also deposed that she can't exactly identify the person who had harassed her on that particular day. So she agreed to withdraw the complaint. Anyway, the committee decided to call the opposite parties for recording their statements.

The opposite parties denied all allegations leveled against them and they were asked to give in writing a bond of good behavior saying that they will not indulge in any such action in future. The Enquiry Commission also submitted a detailed enquiry report to the Principal.

All these acts are recorded in the minutes of the GSCASH.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

As Mahatma Gandhi College is a Government aided college, all Government initiated welfare scheme stipulated for Government employees are enjoyed by the staff of this college. They are

1. Family Benefit Scheme
2. Group Insurance Scheme
3. State Life Insurance
4. Provident Fund
5. Medical Reimbursement
6. Accident Insurance

Apart from these, there is a Co-Operative Society (Mahatma Gandhi College Co-Operative Society Limited, No. 3842 which caters to the needs of the staff of this college. The administration of the store is performed through a democratically elected body, which ensures that the prices of the items are rationally

fixed. The members of the staff can become the members of the Co-operative society upon application. They are shareholders of the society. Elections are conducted once in five years from the 'A' class shareholders and thirteen representatives are elected to the Director Board which is responsible for the administrative control of the society. Out of the thirteen, three positions are reserved for women, one for SC/ST and one from among those who have fixed deposit in the society. From the director Board, an honorary Secretary, Assistant Secretary and Vice President are elected. According to the byelaw, the Principal of the College is the ex-officio President and Treasurer of the society. The society is working under the department of Co-operation, government of Kerala. It is directly controlled by the Registrar of Co-operative societies.

The welfare schemes offered by the society are

1.Loans

- Ordinary loans up to twenty lakhs
- Emergency loan up to two lakhs
- Consumer loan up to three lakhs
- Loan on Fixed Deposits

1.Savings Bank schemes

- SB Accounts
- Recurring Deposits
- Fixed Deposits
- Monthly Deposit Schemes

1.Gives goods on credit to all staff who are members of the society for a period of 50 days without interest at margin free rate.

2.Conducts exhibition and sale of handloom textiles.

- Items can be procured on credit basis for a period of six months for the members of the society.

Further, there is a staff club for the non-teaching staff of the college that supports them during times of personal emergency.

File Description	Document
Link for Additional Information	View Document

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

Response: 7.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	8	8	7	6

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

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

Response: 4.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
8	6	2	2	3

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

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

Response: 13.8

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

2016-17	2015-16	2014-15	2013-14	2012-13
24	16	19	8	8

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

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

Response:

The Self- Appraisal system or Performance Based Appraisal System (PBAS) is a formal process of evaluation which is mandatory for the promotion of teaching staff to higher posts. The primary responsibility for staff performance is with the IQAC. Involvement at higher levels include ratification and approval by the Management, the University Steering Committee and the Government. The Self- Appraisal reports based on the Academic Performance Indicators in standardized proforma are collected annually at the end of the academic year. Teachers are evaluated based on their performance under three categories –

- \.Category 1: Teaching, Learning and Evaluation related activities.
- \.Category 2: Co-curricular, Extension and Professional Development related
- \.Category 3: Research and Academic Contributions.

These Self – Appraisal reports are submitted to the IQAC attested by the Principal. When a promotion falls due to a teacher the IQAC through the Principal request the University to constitute a Steering committee. The Committee comprises of two subject experts selected by the University and also the HOD and the Principal. The Steering Committee calculates the API score of the concerned teacher and this evaluation is essential for granting academic grade pay to teachers. The teacher aspirants for the post of Professor and Associate Professor will also have to present themselves for an interview. The report has to be approved by the University and ratified by the Government.

The non-teaching staff of the college are given training in administrative matters by the IQAC. Proficiency in ITC is a basic necessity for promotion of non-teaching staff.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

There is an efficient institutional mechanism for internal and external auditing at the Mahatma Gandhi College.

Internal audit: financial resources of the institution are managed by various committees. Each and every fund expenditure is audited by qualified auditors and report will be submitted to the concerned authority. Every fund transaction and utilisation is done in an efficient and transparent manner according to the audit reports till date. Besides this, management itself will do auditing during frequent intervals.

External Audit: External audit is done by the office of Collegiate Education Deputy Director and office of the Accountant General. Last audit was done on 17/02/2017 by the AG's office.

*Audit from the period 01/06/2012 to 31/05/2014

No: E2/10917/14 by the office of Collegiate Education Deputy Director.

Auditors have made an objection for Rs 65059/- and Rs 6139/- with reference to the discrepancy in spending the registration fees. Later Rs 41850/- was found to be spent for printing expenses during the period 2011-12. Thus the auditors dropped the objection to the extent of Rs 40330/- and direction was given to deposit the balance amount Rs 17552/- to the PD account of government.

*Audit dated 27/10/2014 No: E2/10917/14 by the office of Collegiate Education Deputy Director.

As per the reference no serious irregularities were noted by the audit team.

*Audit dated: 10/01/2015 No: HA/Audit/21/14 by the office of Collegiate Education Deputy Director. Objections raised with reference to some discrepancies in the performance of the office. Based on the explanations given by the office, all objections have been dropped.

*Audit dated : 27/10/2014 No: E2/10917/2014 by the office of Collegiate Education Deputy Director. Reasons were sought for not spending the various fees collected during the period 2012-13 and 2013-14. The same was spent as per the direction without fail and it was authenticated by the auditors by No: E2/Audit/10917/2014 Dated 30/04/2015.

* Audit Dated:06/10/2016 No: E2/8367/16 Reference: Direct Payment Scheme- Dept level audit. Auditors examined speedy special fees register to check income and expenditure, cash book, cheque book, treasury pass book, relevant files and registers; and no serious discrepancies were noted.

* Audit dated: 17/02/2017 No: SGS II (HQ)/I/11-225/266 by Accountant General. Sub: Local Audit Report of MG College, TVM for the year 2014-15 (Ref: Letter No E2/11843/15 Dated: 16/01/2017). The subject was about the non-completion of PhD course under FIP by a faculty. Therefore instruction has been given for a favourable reply in this regard to complete the research study as per the university statute.

Principal later reported that the faculty had successfully completed the PhD and awarded the degree.

* Audit dated: 12/11/2015 No: SGS II (HQ)/I/11-225/232 by Accountant General. Sub: Report on the Local Audit of the accounts of Mahatma Gandhi College, TVM for the year 2014-15. Auditors found that the stock verification of some departments were not conducted regularly. Auditors instructed that the stock verification should be carried out regularly at least every three years and it is followed henceforth.

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

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

Response: 249.15

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

2016-17	2015-16	2014-15	2013-14	2012-13
46.29414	46.25711	51.58921	35.05375	69.95174

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

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

Response:

Mahatma Gandhi College with its persistent academic background has always been at par to receive and utilize funds allotted by the UGC and other funding agencies. College regularly performs to apply for various developmental schemes under the UGC and has consistently been fruitful of the same. The CPE status (College with Potential for Excellence) accorded to the college is an instance of the college effectively utilizing the opportunities available in the field of higher education. An assistance of one crore was received and used for the augmentation of research, teaching and ICT facilities of the college. The fund allotted in the first phase of CPE was commendably utilized so that the institution was selected in

2016 for the second phase of CPE. The college holds the pride of being one among the three colleges being selected from Kerala and one among forty from the entire country to enter the second phase of CPE.

The college also got an assistance of Rs 35 lakhs under the BSR of UGC for the renovation of labs, renovation and up-gradation of science labs and procurement of equipments. All the science PG departments received an assistance of 60.5 laths under the FIST program of Science & Technology. It was made use for strengthening the teaching and research facilities of the science departments. Other than funds allotted to the institution, the college also benefit from the major and minor projects procured by the faculty of different streams. Sufficient projects funded by UGC and KSCSTE have already been completed and the rest of them are ongoing.

Personal Donations to PTA at the time of admission to various UG and PG courses are one of the major sources of acquiring funds for the functioning of the college. The college utilizes these funds only for college developmental activities. The contribution of the **Employee's Cooperative Society** is another noteworthy source of fund allocation of the institution. It acts as an internal supporting source of funds to the college. The profit collected by the society by way of Chitty and sale of the goods are utilized in the college. The Employee's Cooperative Society sponsors various categories of scholarships to the meritorious students. '**Mannam Scholarship**' to students for the academic excellence is to be noted in particular.

Moreover, our college premises, classrooms, and auditorium are equipped for conducting examinations of professional bodies such as Institute of Chartered Accountancy, Cost Accountancy, Company Secretaryship and other competitive examinations. A reasonable amount of funds to the college from the beneficiaries/clients have been collected in this direction also. The college prides on the commitment of its alumni. All the departments have alumni who are well placed and creatively contribute for the welfare of the college. The various Alumni have instituted scholarship and endowment for the College/University toppers or for outstanding excellence in academic (**for securing PHD**) and sports and games.

The **Prospective Industrial Units and Approved Suppliers of Lab Equipments** have also made contribution to this college every year to augment research and extension facilities.

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

6.5 Internal Quality Assurance System

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

Response:

1. MERIT DAY

Aim:

To honour faculty as well as students who have brought laurels to the institution for diverse achievements and for their excellence in different academic areas.

Steps taken:

From the academic year 2013-14 onwards, the IQAC, with the support of the PTA, started celebrating 'Merit Day' in March every year. On that occasion, cash prizes and certificates are distributed to deserving members of the faculty and students in recognition of their achievements in the following areas.

For members of the faculty who have

- Completed major research projects
- Maximum number of research papers published
- Received awards from external agencies
- Successfully guided research scholars who pursue Ph.D

For students who are

- Toppers in university examinations
- Toppers in college in all subjects
- NET qualifiers
- Participants in republic day parade (for NCC/NSS)
- National and international award winners in sports
- University and State level achievers in Cultural events

Result and Outcome:

The introduction of the Merit Day has given fresh impetus to students and teachers to make worthier contributions to various academic areas, with the result that the number of achievers is on the increase every year.

From 2013-2014 onwards there was a considerable increase in the number of PhD degrees awarded for researchers of our institution. Many of our students have qualified for the National eligibility test (NET) and there were university rank holders in various Departments.

The past few years saw a profusion of books, and research journals produced in different peer reviewed journals. Our students have been garnering many medals and prizes in various sports events. During 2016-17 and 2017-18 several NCC cadets from our college were selected for participation in the prestigious Republic Day parade

Future Plan:

IQAC plans to bring the following areas also under the purview of Merit Awards.

- Best department

- Best teacher
- Best student (Male and Female)
- Best administrative staff

1. NEWS LETTER

From the academic year 2013-14 onwards, the IQAC started a new practice in the college by publishing Newsletters with the financial support of PTA.

The Newsletter aims to give an annual update of academic achievements and cultural activities of students and staff of each department. The annual Newsletters published by the departments educate readers about the exciting activities, ongoing programs, academic achievements and upcoming events of the departments concerned. There is an editorial board at the departmental level for that. Handwritten magazines are published by some departments, either program wise or class wise. They contain a collection of creative writings, paintings and so on, mainly by the students. Also the manuscript magazine brought out by the BSc Physics class was selected as the best manuscript magazine.

Future plan:

Manuscript magazines develop the creative ability of students and strengthen their imagination. Keeping in mind the educative value of such magazines which also teach the students the importance of healthy cooperation among them, the IQAC, with the support of the PTA plans to provide financial assistance to students to bring out more of such magazines in future.

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

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

Response:

The academic programs of our college are strictly monitored by the IQAC as mandated by the UGC. A vigilant Academic committee having representations from the different departments coordinates the various academic programme. The academic committee is instrumental in framing the academic calendar of the college in tune with the academic calendar of the University. All the departments of the college prepare departmental academic calendar in consonance with that of the college academic calendar. The IQAC, through the academic committee, ensure the adherence of all the academic programmes with the calendar and thereby ensuring equal opportunities to all the departments to expeditiously use the

infrastructural facilities of the college. The teaching learning process of our college mainly comprises of Lecture method (both ICT enabled and with chalk and board),demonstrations in the laboratories peer teaching, seminar, Quiz, assignments, peer teaching, field trips, group discussions, remedial teaching, LMS supported teaching in addition to the orientation given to the students through add on courses and various value added courses. The IQAC effectively intervenes in this process through various measures like the tutors hand book, which contains the review of the students by the class tutors, overall performance and learning out come of the students at he end of each semester. Each department has to submit semester wise reports of the activities to the IQAC through the academic committee and this helps the head of the institution to compare the performance of the various departments. Apart from ensuring the timely completion of the portions and also the various evaluation process as part of the the internal assesment, institution ensures the exposure of the students to all the teaching learning process. IQAC seeks the analysis and the action taken report on the students feed back of teachers performance, departmental facilities , curriculum, and the general amenities of the college. A well consolidated feed back analysis of all the departments is posted in the website after the ratification of the College Council. .

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	5	5	2

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

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF

4.ISO Certification**5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

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

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

The meeting held under the auspices of the IQAC, at the beginning of the academic year, charts out a detailed plan of action for the entire academic .The first meeting of the IQAC after the accreditation (cycle 2), discussed the peer team report in detail and finalized the strategies to be adopted in the post accreditation phase. First and foremost, the IQAC with the concurrence of the College Council constitutes various academic and statutory bodies for the smooth functioning of the institution. This includes the Grievance Redressal Cell, the Anti-Ragging Cell, InternalComplaints Cell (ICC) etc. All departments prepare a perspective plan and act accordingly . An Admission Committee is constituted at the beginning. With a view to streamlining the examination process, the Internal Examination system is now centralized. The college calendar/handbook issued to the students at the beginning of the academic year highlights the Vision and Mission of the institution, in addition to furnishing various details such as academicprograms and courses, faculty profiles, the rules and regulations of the institution and the various facilities in the campus. The libraries are made to function effectively by installing a library software. In addition to this, the P.G department have their own departmental libraries. Free internet facility is available in the computer lab and free Wi-Fi is available for both the faculty and the researchers. The Automation software in the office ensures effective work and facilitates administration in addition to the smooth conduct of examinations. IQAC introduced Merit Day and college news letter.

The college Research Committee encourages and facilitates research activities and organizes Annual Research conferences. Training in ICT enabled teaching methods has been given to teachers, Learning Management System (LMS), introduced. New initiatives like ASAP, (Walk with a Scholar), The Scholar Support Program (SSP) were launched.

The CCTV surveillance system is installed at various key points in the college, as per the instruction of the University of Kerala, especially in the examination halls in order to detect and curb malpractices. It also acts as a powerful security solution which allows dubious activity to be identified and dealt with as and when it happens. The Anti-Ragging cell and the GS Cash use CCTV footage as evidence to ascertain the veracity of the complaints lodged by the students.

The college has taken action by setting up a solar panel and also by replacing ordinary tubes and bulbs with LED lights. In order to hone the creative skills of the students the college organizes literary and science fests by various departments. As part and parcel of an institution with potential for excellence, the authorities have taken upon themselves, the sacred mission of imparting quality education and inculcate moral values with a view to fostering a sense of discipline among our students so as to make them worthy citizens. By a series of aforementioned reforms, the college is already on the way to establish itself as a center of excellence and is one of the most sought after institutions of higher education in the state.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 23

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	6	7	2	3

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

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

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

Response:

The college takes proper initiatives to promote gender equity programmes for creating an egalitarian status among the campus community. With this in view we conduct mock drills and disaster management with the support of the Fire and Rescue Department, Government of Kerala, in every two years as a measure for safety and security. The programme is conducted for the administrative staffs, teachers and students.

Every department in the college has a tutorial system which monitors each and every student in the department. Their problems and issues are dealt by the teachers, and if more help is needed, they are sent to the counselling room, where the teachers of psychology department attend to their grievances, career related problems and obstacles in their personal life, and guide them towards healthy and positive frame of mind.

To promote gender equity, we have common rooms in the college, catering to the upliftment of the students in different areas. For this we have a learning resource centre, attached to the central library, giving each one ample scope to ponder and reflect on various knowledge portals. We have a well monitored and maintained canteen in the college, free of junk foods, which is once in a year surveyed

and certified by the Food Control Department. Routine visits from the Health Inspectors assigned by the Thiruvananthapuram Corporation ensure the hygienic conditions in and around the canteen. Organic vegetables from the campus are mainly used for cooking.

The college promotes extra- curricular activities among the students in the name of “Talent Hunt”, where the students get an opportunity to channelize their pent- up energy as well as emotions. For brain storming the ideas as well as for cultural programme practices, we have an eco-friendly campus with the shades of trees and stone benches.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0.21

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

Response: 127

7.1.3.2 Total annual power requirement (in KWH)

Response: 60000

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 20

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

Response: 4000

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 20000

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

7.1.5 Waste Management steps including:

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

Response:

The campus is marked as a plastic free zone, where the students are strictly asked to bring their lunch in steel Tiffin boxes. The co-operative store in the college has got light refreshment for teachers and students, maintaining the policy of the institution by prohibiting disposable glasses, plastics and snacks and chocolates in plastic covers. The waste in the campus is collected separately as solid waste and e-waste. For the solid waste management, we have two bio-gas plants- one for the Chemistry Department and the other for the Canteen. We also have an insinator facility near to the girl's toilets, to maintain hygiene for female students.

The e-waste are collected in the college and disposed in the site provided by the e-waste management programme done by the Corporation of Thiruvananthapuram. This practice is done for the past three years and since it has been successfully done, this year we have decided to sign an MOU with the City Corporation for proper e-waste management.

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

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

Under the guidelines framed by the “Green campus Clean campus” programme, a number of rain harvesting methods are successfully done in the college which include tapping terrace water and this is used for irrigation purposes, gardening and in organic farms.

Since the campus is located on the top of a hill, ground water level can be maintained which ensure flow of water to the nearby paddy fields and wells which provide drinking water facility for the local community.

For sustainable water management, the rain pits are designed in such a way to convert into percolation tanks. This ensures the storage of water for longer periods.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

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

Response:

Green practices in the campus starts with creating a number of student centred activities to increase awareness, need and significance of being eco-friendly. All the awareness days including "World Environment Day", "World Wet land Day", "Ozone day" etc are being celebrated in the campus.

The open air auditorium serves as a nature friendly environment for college programmes and lounge for students at lunch break.

The campus is gifted with the bio-diversities on butterfly park, botanical garden, medicinal plants and a little berry park which serves for the fauna around. The campus has the advantage of tapping the solar energy, to be utilized for lighting the campus during night. The same energy is used for the functioning of Principal's office. The effectiveness of this has made us think about placing solar panels on roof tops in the college. To get the best of the location advantage, the institution is making a master plan to install a windmill as a non-renewable energy source.

File Description	Document
Link for Additional Information	View Document

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

Response: 0.69

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

2016-17	2015-16	2014-15	2013-14	2012-13
3.24	0	0	0	0

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

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

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

Response: 11

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	1	2	2

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

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

Response: 11

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	1	2	2

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: 63

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

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

Response:

Mahatma Gandhi College , one of the pioneer institutions in the name of our father of the nation has paid much dedication to conduct programs on nationally and internationally important days. We commemorate the birth and death anniversary of our founder of Nair Service Society Padmabhooshan Bharatha Kesari Mannathu Padmanabhan.

The college conducts various programmes based on the birth and death day of national heroes. The main aim in conducting these programmes is to kindle the spirit of nationalism and patriotism among the students as well as to remember the supreme sacrifices made by the great freedom fighters of the country. On October 2 (Gandhi Jayanthi) the institution, with the supervision of History Department conducts quiz competition on the topic Gandhiji and Indian Independence movement. January 30th the death of Gandhi is also honoured. On October 31 the college observes Rashtriya Ekta Divas (birth day of Sardar Vallabhai Patel), in connection with this day the history dept. conducts invited talks , poster exhibition and quiz competition . Indira Gandhi's death day is also honoured on the same day. The NSS unit in our college celebrates National Youth day (birth day of Swami Vivekananda) with various programmes. On Nov 14 (Children's day) students conduct classes and programmes on Jawaharlal Nehru's life. Students conduct various programmes on September 5 (Teacher's day).

Irrespective of their caste and religion the students conduct various programmes on national festivals like Onam , Deepavali, Ramadan , Christmas etc ,

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

Response:

Transparency in academic financial administrative and auxiliaries

Our institution ensures complete transparency in all the financial transactions. Salary dispersal of the academic, administrative and auxiliary staff is maintained properly by online submissions and all the claims made by the staff are online. Students' scholarship is also online. Fee submitted by the students is cross checked in the institution and verified thoroughly and published. In obtaining e-grants for the students, regulations are strictly followed and verified. On the purchases of the institution is as per the rules and regulations of UGC, government of Kerala and University. If a purchase is above 20000, it is done by calling the quotations. If the amount exceeds one lakh, nation wide tenders are called for and appropriate funds are only selected. Tender notifications are published in leading news papers. All of the above are audited by the NSS corporate management and Accountant General.

Student progress is regularly maintained and kept in each department. All the activities of the academic departments are constantly evaluated and monitored by a committee. Parent Teacher's Association meetings are held in every Semester for each class. To ensure a good academic environment and maintain the higher education standards, staffing meetings, department meetings are held regularly. All the internal

examinations are signed properly and hierarchy is maintained. Proficiency in sports has a growing demand in the institution. The candidates are well informed by the authorities about the norms. The institution gives importance to international, national and state level players. The list of the students is prepared and is sent to the university for verification and the verified list is published in the college, upon which the admissions is done. To tap the talented students the institution conducts talent hunt every year, whereby students from different streams are identified and promoted. External judges evaluate the programs and performance as it's stated in the university norms.

7.2 Best Practices

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

Response:

Best Practice :1

Walk the Talk

Connecting critical pedagogy and practice in education starts with teaching for diversity and social justice. Our institution conducted wider and original talks of scholars and masters from various fields to cater student's needs from every group and stratum of society. The broader view of the above said is to build a vibrant and supportive community by markedly expanding opportunities to connect and explore ideas for the benefit of the nation and its people. This interactive platform provided excellent opportunities that are responsive to the needs of the community and help students meet economic, social, creative and environmental challenges to become active participants in shaping the world of the future. This will ensure the opening up of frontiers of higher order thinking and problem solving to instill and ignite creative sparks that lie in dormant persons apprehended in the academic scenario and also to imbibe social sensibility and social responsibility from forerunners of multi disciplines.

This platform fosters cooperation between thoughts and actions by learning through the exchange of ideas, expertise and best practices. As a standard practice we challenge our assumptions, question what we know and seek new understanding rather from rigidly defending what we have developed in the past. In this process of enquiry, we relied on critical thinking, inclusiveness, tolerance and respect to create new knowledge and reframe old tenets to the emerging world.

Best Practice:2

Catch them Young: Alter Trails of Knowledge and Learning

Higher Education as an open space of knowledge production, circulation, practice and critique should adhere to varied methods, esp. co-curricular activities, to implement the core values and philosophy of education, life and living along with theoretical manifestations of pure academics. The contemporary classrooms as performance sites of prescribed syllabus and patterns of evaluation quite often miss out the possibilities of developing the divergent natural capabilities of the student community. Co-curricular

activities provide ample chances for the students not only to realize their inborn talents and attitudes but also equip them socially and politically to engage with the contemporary world. Literary, theoretical, artistic and pedagogical activities help them to put in practice their theoretical academics. It also makes them aware of the contemporary world practices of knowledge

The possibilities of choice put forward by the Choice Based Credit Semester System (CBCSS) has self-incurred limitations on the question of choice in relation to various issues. The Open Course stream is based on conditional limits for individual students. The tight schedule of the semester, the uneven result announcements and other everyday hazels of the course subdue the innate fire of independence, creativity and critique within the thought process of the students. Within such a challenging milieu, the institute deliberately creates such alternate spaces of learning through tactful use of time and possibilities.

It helps students to move beyond the outlines of prescribed syllabus to read and critique the world around, thus equipping them to be a part of the civil society.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

“Research and Development”

Inculcating research among students and faculties is considered as an effective tool for knowledge dissemination and efficient learning. By creating a research culture among students and faculties, the institution envisages the duty of inspiring people to relate and discuss various issues, which were not even realised as a matter needed. With this in view, the institution conducts a research forum team which decides, evaluates and constantly monitors the UG and PG pre –project submission, seminars, audio-visual presentations and interdisciplinary approach, specifically focussed classes on recent theories, research methodology and statistical techniques to help them to see beyond curricular design. The faculties take special initiatives to bring to the notice of the students, various students oriented National and International Seminars, Workshops and Conferences, which give them ample exposure towards research outlook. Various initiatives from the part of the scholar, that exhibit their research aptitude is mooted.

Research and Development that helps in bridging the gap between scientific research and society that would lead to long term as well as short term need to cater sustainable development of the Indian society as a whole and to fill the gap of local needs best to the benefits of the downtrodden.

Research expertise is put into practice by organising programmes to the public like “say no to tobacco drugs and alcohol”. This is a programme conducting awareness for the local population by going to school and other educational institutions in and around the city.

“Problems encountered and resources required”

There were few problems like lack of infrastructure facility and finding the appropriate funding agency. Many of the research equipment cannot be purchased due to lack of funds. But it was successfully managed by the locational advantage of the institution since the institution is located in the capital city, our students are using existing university facilities and other governmental and private institutions in sharing very expensive lab equipment's. The infrastructure inadequacies were managed by accommodating research students with in the existing facility.

Evidence of success

GROWTH OF RESEARCH

Year	Number of Projects	Number of Students	Number of Faculties	Department
2013-14	19	7	28	Physics, Chemistry, Botany, Zoology, Malayalam, Hindi
2014-15	2	5	23	Physics, Chemistry, Botany, Zoology, Malayalam, Hindi
2015-16	1	4	21	Physics, Chemistry, Botany, Zoology, Malayalam, Hindi
2016-17	1	11	34	Physics, Chemistry, Botany, Zoology, Malayalam, Hindi
2017-18	3	16	34	Physics, Chemistry, Botany, Zoology, Malayalam, Hindi

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

- The college has decided to upgrade its research and academic potential by converting the departments of Mathematics, English and Economics to research departments.
- The college has initiated and finalized measures for the conduct of various certificate courses. The syllabus and curriculum for the same have also been formulated and the college is currently awaiting the official sanction of the university.
- Quite a few members of our faculty are reviewers of national and international journals. They are also invited as resource persons in national and international conferences.
- The college is credited with various research linkages with different academic agencies like VSSC, NIIST, HLL, State Language Institute, Folklore Academy etc., and has initiated steps to upgrade these linkages to MoUs
- The college strictly adheres to Green Protocol within the campus
- The college plans to introduce more endowments for academic excellence among students and there by acknowledge and enhance their confidence and capabilities.

Concluding Remarks :

Mahatma Gandhi College as an institution of excellence and higher learning depicts categorical quality and humanity in the realm of education. It imparts holistic education and serves the society by moulding socially sensitive and responsible citizens capable of facing the challenges of the age. The essential curriculum followed by the college shares the inherent philosophies of knowledge production and sharing. The process of imparting wisdom is done in a healthy and transparent student centric way. The idea of education as a continuous evolution is given ample importance in the everyday teaching learning process. Being an institute of higher education, the college focuses on research that would become beneficial to the society at large and thereby extend it to wider sections of the population. The college as a space for learning make effective use of built in and open air infrastructural facilities to give the best of theoretical and practical curricular, co-curricular and extracurricular experiences to the student community. Optimal use of funds from all funding agencies including UGC is made use for the same. The college excels in the field of higher education with its unique contribution in the manner and method of imparting wisdom, life skills and career advancement.