



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

Mahatma Gandhi College,
Thiruvananthapuram

- Name of the Head of the institution **Dr. Beena S**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04712541039**
- Mobile no **9447075484**
- Registered e-mail **nssmgcollege@gmail.com**
- Alternate e-mail **mgciqac@gmail.com**
- Address **Kesavadasapuram**
- City/Town **Thiruvananthapuram**
- State/UT **Kerala**
- Pin Code **695004**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Kerala**
- Name of the IQAC Coordinator **Dr. Ratheesh Kumar V K**
- Phone No. **8281867868**
- Alternate phone No.
- Mobile
- IQAC e-mail address **mgciqac@gmail.com**
- Alternate Email address **ratheeshkumarvk@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTI50DA=

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://mgcollegetvm.ac.in/wp-content/uploads/2023/05/Academic-Calendar_2021-22.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	87.75	2004	03/05/2004	02/05/2009
Cycle 2	A	3.16	2013	23/03/2013	02/03/2018
Cycle 3	B+	2.73	2018	02/05/2018	01/11/2023

6. Date of Establishment of IQAC

14/07/2004

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mahatma Gandhi College Thiruvananthapuram	PD	Government of Kerala	2021	657100

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Encouraged social outreach and extension programmes.
2. Conduct of webinars by various departments to enhance the research output.
3. Skill development online training programmes.
4. Online feedback.
5. Initiated infrastructure augmentation.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>The upliftment and intensification of research culture among faculty and by encouraging publication of research articles as well as by undertaking major and minor projects from prestigious institutions.</p>	<p>development of scientific temper and increase in number of publications in reputed journals.</p>
<p>The gender equity programmes need to be conducted on departmental basis with the initiatives of ICC, IQAC and NSS.</p>	<p>Students learnt to define gender as a social construct and evaluate it. They gained an overview of how gender interacts with sexual orientation, colour, ethnicity, religion, class, and other important factors.</p>
<p>Organize talks, Seminars/webinars and workshops in their respective areas for teaching staff, non-teaching staff and research scholars</p>	<p>Helped to gain subject knowledge and expertise in their own respective fields.</p>
<p>Seminars on intellectual property rights will enable the faculty and students to make an educated choice about the safety, reliability and effectiveness of their purchase.</p>	<p>The students are competent at differentiating and describing different forms of IPRs, establish criteria for fitting one's own creative work into a certain IPR form, make proper use of statutory protections to safeguard IPR.</p>
<p>Bridge course for beginners</p>	<p>Helped to identify the advanced and slow learners, help them improve their subject knowledge and by identifying existing skill in these students</p>
<p>Awareness initiatives by women's cell and Equal opportunity cell</p>	<p>Sensitized the students and teachers on the importance of human rights and equal opportunity, so that their comprehension and acceptance can be translated into social and political realities.</p>

Anti-Ragging awareness programmes	Taught that ragging in any form is a serious and a punishable offence. Students were given awareness regarding the punishments for ragging under the law
Workshop on Academic writing and Publication ethics	Strengthened the research capability and promoting knowledge concerning academic integrity, predatory journals, and publication ethics.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	25/07/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Mahatma Gandhi College, Thiruvananthapuram
• Name of the Head of the institution	Dr. Beena S
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04712541039
• Mobile no	9447075484
• Registered e-mail	nssmgcollege@gmail.com
• Alternate e-mail	mgciqac@gmail.com
• Address	Kesavadasapuram
• City/Town	Thiruvananthapuram
• State/UT	Kerala
• Pin Code	695004
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Dr. Ratheesh Kumar V K

• Phone No.	8281867868				
• Alternate phone No.					
• Mobile					
• IQAC e-mail address	mgciqac@gmail.com				
• Alternate Email address	ratheeshkumarvk@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAgar_PDF/MTI5ODA=				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://mgcollegetvm.ac.in/wp-content/uploads/2023/05/Academic-Calendar_2021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	87.75	2004	03/05/2004	02/05/2009
Cycle 2	A	3.16	2013	23/03/2013	02/03/2018
Cycle 3	B+	2.73	2018	02/05/2018	01/11/2023
6.Date of Establishment of IQAC			14/07/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Mahatma Gandhi College Thiruvananthapuram	PD	Government of Kerala	2021	657100	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Encouraged social outreach and extension programmes.		
2. Conduct of webinars by various departments to enhance the research output.		
3.Skill development online training programmes.		
4.Online feedback.		
5.Initiated infrastructure augmentation.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>The upliftment and intensification of research culture among faculty and by encouraging publication of research articles as well as by undertaking major and minor projects from prestigious institutions.</p>	<p>development of scientific temper and increase in number of publications in reputed journals.</p>
<p>The gender equity programmes need to be conducted on departmental basis with the initiatives of ICC, IQAC and NSS.</p>	<p>Students learnt to define gender as a social construct and evaluate it. They gained an overview of how gender interacts with sexual orientation, colour, ethnicity, religion, class, and other important factors.</p>
<p>Organize talks, Seminars/webinars and workshops in their respective areas for teaching staff, non-teaching staff and research scholars</p>	<p>Helped to gain subject knowledge and expertise in their own respective fields.</p>
<p>Seminars on intellectual property rights will enable the faculty and students to make an educated choice about the safety, reliability and effectiveness of their purchase.</p>	<p>The students are competent at differentiating and describing different forms of IPRs, establish criteria for fitting one's own creative work into a certain IPR form, make proper use of statutory protections to safeguard IPR.</p>
<p>Bridge course for beginners</p>	<p>Helped to identify the advanced and slow learners, help them improve their subject knowledge and by identifying existing skill in these students</p>
<p>Awareness initiatives by women's cell and Equal opportunity cell</p>	<p>Sensitized the students and teachers on the importance of human rights and equal opportunity, so that their comprehension and acceptance can be translated into social and political realities.</p>

Anti-Ragging awareness programmes	Taught that ragging in any form is a serious and a punishable offence. Students were given awareness regarding the punishments for ragging under the law
Workshop on Academic writing and Publication ethics	Strengthened the research capability and promoting knowledge concerning academic integrity, predatory journals, and publication ethics.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Council	25/07/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	15/02/2023
15. Multidisciplinary / interdisciplinary	
<p>Our institution focuses on the holistic development of students. The college is affiliated to University of Kerala and follows the curriculum provided by the University. The curriculum includes environmental education, value-based education, awareness on Human Rights, women empowerment programme, awareness on drug abuse etc. The college is very keen to organise various programs like Yoga Day celebrations, women's day celebration, Road safety day celebration etc. As of now, students can select a course other than their core subject in the fifth semester as Open course. In our college, 15 different open courses are offered by various departments and students can select an open course based on their choice. Also, our institution is offering a good number of certificate and add-on courses. Based on the interest of the student, they can select a course of their choice. We also encourage multidisciplinary research activities among our research scholars as well as student project groups. When</p>	

university implements new curriculum based on NEP, college will readily follow that. Apart from this, our college has plans to organise programs to integrate humanities and science with stem, for example arranging lectures and presentations to inculcate basic scientific temper among humanities students.

16.Academic bank of credits (ABC):

The institution is involved in managing the faculty and checking the credits earned by the students during their learning journey. Being an affiliated college under the University of Kerala, the programmes offered by our college are in strict adherence to the curriculum prescribed by the university. At present, we are not provided with the credit transfer option for our programmes. When the university curriculum provides an option for transfer of credits, our institution will also readily follow the procedures to implement the same for our students. We are also prepared to start programmes with multiple exit and entry options as per the directions proposed by the governing authorities including Govt. of Kerala, UGC and University of Kerala.

17.Skill development:

With a wide stance, the IQAC plans activities and programmes which seeks to strengthen teamwork, innovation, inquiry, consistency, assertiveness, and empathy among teachers and students. Each of these factors establishes a firm foundation for future success in the classroom and at workplace. The IQAC in collaboration with other departments has tried to improve the faculty's knowledge and build their performance-related abilities. For the purpose of educating the students and fostering the development of their leadership abilities, communication skills, creativity, professionalism, and other traits, the institution has taken the initiative to host seminars, workshops, and public lectures. Participating in research programmes, symposiums, and seminars encourages both teachers and students to advance their skills and abilities. The evaluation of the assessment process overall and the auditing of teachers and students by IQAC helps to bring in changes where more skill developments should be organised. The management of the college, IQAC, and the research committee meet yearly to propose enhancements and innovative ideas to support scholarly research. Our research centre is available to our staff and students. There have been efforts made to establish welfare programmes for both teaching and non-teaching staff in their respective fields, in addition to professional development. These initiatives seek to increase participants' productivity, social

status, health, and progress in both the economic and non-economic spheres. Life skill and soft skill programmes are organised by NCC and NSS units not only for students of our college, but also for the neighbourhood communities. Some departments of our college have conducted varied programmes having this in view, some of them being the add-on course in communication skills conducted by Department of English.... .

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Although the medium of instruction for all programme is English, teachers reiterate the explanation in local language as well. Undergraduate and Post-graduate courses in Malayalam which is the regional language is provided by the college. The college offers Malayalam, Hindi and Sanskrit as second languages to the students. The integration of Indian knowledge is encouraged through local and inter-state field trips that helps the students to acquaint with the culture, language and heritage of the country. Department of English has core courses on Eastern Linguistics and Eastern Critical theory which will orient the students to the Indian tradition of language studies. Research and Post-graduate department of Malayalam teaches the regional language Malayalam and the literature. Sanskrit is a mandatory paper for Malayalam students. This will enable them to understand and appreciate Sanskrit language as well as the indigenous culture and literature. Department of History provides core courses which details History of India from ancient time. The departments also offer courses in Translation studies, History of Indian Culture. Yoga is given importance in the curriculum and the activities related to yoga are monitored by the Yoga club. It periodically arranges programme for the students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

All the programs offered in the college have well defined POs, PSOs and COs. This is displayed in the college website. Students are made aware about the outcome of each course before the commencement of academic activities. The COs and POs of all courses are mapped and the attainment of outcomes are analyzed through end semester evaluation and continuous evaluation process. The question pattern used for the evaluation process is prepared in accordance with the outcomes for each course. All the courses offered by the college including Add-on courses and certificate courses have distinctly defined POs, COs and PSOs.

20.Distance education/online education:

During Covid-19 pandemic the college has successfully conducted online classes through Google Classroom, Google Meet, Zoom, Telegram and through hybrid mode. The use of online platform is continued for remedial teaching, resource sharing and evaluation. Bridge courses were provided through online mode during the pandemic mode. The students are given awareness about SWAYAM and encourages them to enrol the courses from SWAYAM and MOOC portals.

Extended Profile

1. Programme

1.1	539
-----	-----

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1	2319
-----	------

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	160
-----	-----

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3	818
-----	-----

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	101
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	104
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	74
4.2 Total expenditure excluding salary during the year (INR in lakhs)	34.47
4.3 Total number of computers on campus for academic purposes	167

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being an affiliated college under the University of Kerala, the academic activities of our institution are in line with the prescribed curriculum of the University. The college level academic calendar is prepared in line with that published by the university. Before the beginning of an academic year, DLMC meeting is convened by each department to prepare the academic plan of action for that year. Academic audits are conducted to monitor the effective implementation of proposed academic activities and additional teaching/helping sessions are scheduled as per

requirement. Internal examinations are scheduled as per academic calendar and they are conducted in strict compliance as that for the university end semester evaluation procedure.

Induction programme is conducted that enables the students to remain aware about the academic activities of the college as well as the rules and regulations of the University regarding the programme in which they are admitted. Bridge courses are conducted before the beginning of various courses to ensure a smooth transition of the students from secondary education stream to collegiate education. Along with the academic sessions that are centred around the University curriculum, various departments of our institution also offer different add-on and value-added courses

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mgcollegetvm.ac.in/#

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college is affiliated to University of Kerala and the academic activities of our institution is conducted in accordance with the rules and regulations of the affiliating university. For each academic year, our college prepares college level academic calendar which is in strict adherence to that published by the University of Kerala. Various academic activities including beginning of academic sessions, scheduling of internal examinations, evaluation and announcement of results and award of marks for continuous evaluation are completed according to the academic calendar.

Scheduling of various academic and non-academic activities by the departments are included in the college level academic calendar. Various activities organized by college level clubs and committees are also scheduled in the college academic calendar. Celebration and observance of various international, national, and regionally important days are included in the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mgcollegetvm.ac.in/igac/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

950

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

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

In line with the university curriculum, our institution offers courses that are relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The University has introduced Language course and Foundation Course text books at semesters 1 - 3 for students of all disciplines. College has gender sensitization programmes in the form of seminars, workshops, group discussions to sensitize the gender issues. Class representatives are equal with both boys and girls. Without gender discrimination female students are represented in NCC, E- Cell etc. Environment and Sustainability are one of the ardent issues, addressed by the Institute. Regular awareness programs are conducted including the popular ones being 'Tree Plantation' and 'Clean India, Swachh Bharat Campaign's and NCC conduct regular activities on gender laws and sustainability. Disaster Management, a topic of current importance is also part of the curriculum. Environmental Science is taught in different UG programmes as a compulsory subject. Topics like Human Resource

Management is made compulsorily in the curriculum for second year UG students. University has also introduced a new course discussing The Constitution of India in the UG curriculum for final year students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

46

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

818

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://mgcollegetvm.ac.in/igac/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://mgcollegetvm.ac.in/igac/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

822

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

134

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institute adopts different methods to identify advanced and slow learners. Once the students are categorized under various learner levels, different approaches are used to augment their learning quotient.

Additional helping sessions and remedial coaching are provided to slow learners along with providing minimum learning materials (MLM) to assist their preparation for university examinations. The progress of the slow learners is continuously monitored so that those students who are excelling in the academics are removed from the group.

Advanced learners are encouraged to widen their enthusiasm towards their area of interest through various programmes. They are encouraged to undertake visits to higher education institutions to interact with eminent professionals. They are encouraged to participate in various intercollegiate competitions and presentations. In student centric teaching - learning methods, student groups are formulated for peer teaching approaches with the help of advanced learners. In this approach, the advanced learner in each group helps the slow learners in a particular topic.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/extra-curricular/walk-with-scholars/
Upload any additional information	View File

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

Number of Students	Number of Teachers
2319	101

File Description	Documents
Any additional information	View File

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

Our institution encourages the adoption of student centric methods in teaching - learning process as they are effective in the holistic development of the students. The approaches we used include participative learning, peer teaching methodology, problem solving/case study approaches, etc.

For the student centric approaches, student groups are made according to the learner level of students. The groups are led by advanced learners and they will assist slow learners to under the academic activities through discussions and group activity. Problem solving strategy is used to encourage the students to become aware about the applications of the concepts they are studying along with developing interest in the chosen subject.

These learner centric approaches proved to attract enthusiasm of students towards the subject in a better manner than the conventional approaches. The project works carried as part of the UG and PG curriculum are mostly based on case studies and they were found to enable the students to formulate the applications of various concepts they have studied during the chosen programme.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://mgcollegetvm.ac.in/extra-curricular/student-support-program/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teaching - learning activities of our institution is primarily conducted through offline mode as per the programme specifications

given by the university during the time of admission. Our institution encourages the blending of the offline activities with online modes as far as possible. Faculty members are encouraged to use online platforms to conduct academic sessions with strict adherence to the syllabus requirements. Our institution is equipped with ICT enabled class rooms. The ICT tools available in our college includes wi-fi enabled classrooms, projectors, computers, language lab etc.

Minimum Learning Materials (MLM) are made available to the students through online mode and they are encouraged to submit online assignments. Students are encouraged to use e-resources and they can access these online resources using the college computer lab.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

101

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

101

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

72

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

245

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessment system adopted in our institution is in line with the guidelines of our affiliating university. The internal assessment consists of 20% of the total course evaluation and the rest is through end semester evaluation conducted by the university. Fifty percentage of the internal marks are awarded for the student performance in the timely submission of assignments and seminars while the remaining marks are awarded for internal examinations. Internal marks for each semester is published before forwarding it to the university. Students will be given enough time to raise and resolve their grievances, if any, before forwarding the marks to the university. In case of any grievances, the students are advised to approach department level monitoring committee (DLMC) to raise their issues. The DLMC will resolve the grievance and the resolution will be intimated to the student. Grievances that are not resolved at the DLMC will be forwarded to college level monitoring committee (CLMC) which is constituted as per the university regulations. CLMC can forward the grievances to university level monitoring committee (ULMC), if it is not resolved at the college level. Final submission of marks to the university is completed after scrutiny by the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://mgcollegetvm.ac.in/igac/cie/

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

In our institution, internal examinations are conducted in a centralized manner by the internal examination committee. Examinations are conducted in the same manner as that of the end semester evaluation by university. Before the commencement of internal examinations, the internal exam committee meeting is convened during which the date and time schedule for internal examinations are finalized. The convenor of the committee will be a senior faculty member. Student seating arrangements as well as list of invigilators are finalized by the internal examination committee. Examination mark sheets as well as the evaluated answer scripts are made available to the students before finalizing the marks. Any grievance regarding the internal examination marks can be placed before department level monitoring committee (DLMC). DLMC will examine the grievance and propose appropriate solutions and the same will be communicated to the student. If the student is not satisfied by the decision, he/she can approach college

level monitoring committee (CLMC) which is constituted according to the university regulations. Grievances not resolved at CLMC will be forwarded to university level monitoring committee (ULMC). The final submission of internal marks to the university is completed after addressing the student grievances.

File Description	Documents
Any additional information	View File
Link for additional information	https://mgcollegetvm.ac.in/igac/cie/

2.6 - Student Performance and Learning Outcomes

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

Being an affiliated college under the University of Kerala, all programmes conducted in our college are based on the syllabus prescribed by the university. Majority of the programmes have outcome-based syllabus. For these programmes, the POs and COs are included in the syllabus. The programme outcomes and course outcomes are prepared as per the syllabus published by the university. The outcomes are effectively communicated to the students through various modes. A discussion of the programme outcome is conducted during the bridge course sessions. While handling academic sessions for various courses, the course outcomes are discussed by the course coordinators. The POs and Cos for various programmes are posted in our college website as well as the same are made available in each department

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mgcollegetvm.ac.in/igac/poco/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The grading system of the all courses under various programmes offered by our institution is in accordance with that stipulated by the affiliating university. As per the university statutes, assessment of each course is conducted through a combined mode comprising of continuous evaluation along with end semester

evaluation. The continuous evaluation process accounts for 20% of total evaluation points and it involves assessment of the students for the assignments, seminars and presentations on specific topics allotted by the course coordinators. The continuous evaluation also involves performance of the students in quizzes and internal examinations conducted during the conduct of the course. These evaluations are conducted at the college level and the marks obtained are published by the departments before forwarding to the university. The end semester evaluation is conducted by the university and it accounts 80% of the total course evaluation points. The questions for end semester as well as internal evaluations are prepared based on various COs and POs. The success rate of students for the evaluation process can be considered as the attainment of outcomes for various courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mgcollegetvm.ac.in/igac/poco/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

567

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://exams.keralauniversity.ac.in/ResultAnalysis/#

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://mgcollegetvm.ac.in/wp-content/uploads/2023/05/FEED-BACK->

[ANALYSIS-OF-STUDENT-SATISFACTION-SURVEY-https.pdf](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

38

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://kile.kerala.gov.in/

3.2 - Innovation Ecosystem

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

Our institution is having an Entrepreneurship Development Club(EDC) for training students on entrepreneurial aspects. The activities of the club include interaction with professionals on various measures of entrepreneurship. The club frequently conducts seminars, workshops and interactive sessions that are aimed to motivate students in developing ideas and problem-solving strategies required for business firms. The importance of intellectual property rights is discussed at various levels in our college. As part of the curriculum, the strategies, and regulations for obtaining 'ownership for inventions' are discussed. Apart from the mandatory course requirement by the university, our institution conducts additional interactive sessions to make our students aware about the importance of copyright and patent rules. These sessions are beneficial for the research scholars also and they are encouraged to undergo training sessions to become aware about the patent filing procedure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/clubs/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

86

File Description	Documents
URL to the research page on HEI website	http://mgcollegetvm.ac.in/ugc-projects/list-of-research-guides/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

74

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

In order to inculcate the need and responsibility for under taking social services, our institution encourages the participation of our students in social activities. The social activities are mostly organized by NSS and three units of our NCC cadets. The activities undertaken include, awareness sessions about the need for protecting our environment, anti-plastic campaigns, importance of blood - donation, caring the elder and needy people in our society, campaign against drug - abuse, gender related issues, helping hands to socially and economically weaker section of our society etc. As part of these initiatives, our students make frequent visits to public places like hospitals, beaches, and residential areas where they voluntarily clean the places and collect plastic wastes. They also distributed pamphlets to people to make them aware about the need for reducing plastics and other polluting materials. Our students also collected and distributed food and study materials to old age homes and orphanages. As part of the social service activities, our students visited palliative care to distribute hand sanitizers and to interact with the patients. Various departments of our college along with different clubs organize seminars and interactive sessions on gender justice.

File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/extra-curricular/national-service-scheme/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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., during the year

27

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

1235

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

12

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Infrastructure facilities are an important aspect of any college as they determine the overall quality of education and student experience. These facilities include classrooms, labs, library, sports facilities, and other amenities. Mahatma Gandhi College campus covers an area of forty-eight acres at a serene locale in the heart of the city of Thiruvananthapuram. The entire built in area is divided into three blocks namely the Main block, the Mannam Block and the Commerce Block having a total plinth area of 151200 square feet. The college provides adequate infrastructure to nurture the academic interest of students and ensures optimum facilities for the curricular, co-curricular, and extracurricular activities.

The Main Block houses the offices of the Principal, Administrative office, council room, IQAC, Examination Centre, Guest room, College Auditorium, Seminar Hall, Zoology Museum, common computer lab, reprographic centre, College Library, Science Laboratories and Departments.

The college offers parking spaces for faculty, students, and guests. Hygienically maintained washrooms and regularly serviced water coolers are made available to students. The canteen offers hygienic food at subsidised rates. Surveillance Cameras installed in the campus help monitor discipline.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/

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

Mahatma Gandhi College offers a range of facilities for cultural activities, sports, games, gymnasium, and yoga centre. Our main auditorium equipped with modern sound and lighting systems to host cultural events, performances, and concerts. It is a larger multi-purpose room in a cultural centre or performing arts venue. The

room may be used for a variety of purposes, including performances, workshops, classes, exhibitions, and social events. The features of this auditorium include a stage or performance area, lighting and sound equipment, seating for spectators, storage for props and costumes, and a sound system.

The institution has a multi-purpose sports field for outdoor sports such as football, cricket, and hockey. There is also an indoor stadium with facilities for badminton and basketball. There is also a well-equipped table tennis hall. Girls' rest room has carom and chess boards, and a contiguous badminton court.

The gymnasium is equipped with modern fitness equipment, free weights, and cardio machines. There is also a separate area for stretching and functional training. The gymnasium provides treadmill, multi-gym, weight training and body building equipment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/departments/physical-education/facilities-department-of-physical-education/

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

43

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/computer-labs/#https://mgcollegetvm.ac.in/uncategorized/digital-class-rooms/ https://mgcollegetvm.ac.in/facilities/internet-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Nil

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library is automated using open-source integrated library management system koha with the version 20.05.02.000 in 2020. Koha encapsulates all modules required for a comprehensive library software. Koha visualizes comprehensive functionality including basic and advanced options. Koha incorporates modules for acquisition, circulation, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation etc. Koha has full text searching facility and an enhanced catalogue display that can use content from Amazon, Google, Library Thing, Open Library, and Syndetic, among others. Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools. RFID support, bar code printing and various kinds of report generation etc are other inbuilt features of koha software. The library is fully automated using koha with 68140+ documents. Email alert facility is incorporated for various user categories.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://mgcollegetvm.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

218340

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

216

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

4.3 - IT Infrastructure

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

The institution facilitates the augmentation of IT facilities. There is at least one smart class room in every department and a college seminar hall equipped with LCD projectors, computers, laptops, internet, Wi-Fi, and audio facility. The College employs IT facilities for the automation of day-to-day activities like library amenities, academic and administration activities, admission procedure and the partial automation of office resources.

The institution has established an IT committee to monitor and review the working conditions of existing IT facilities, to identify additional requirements and take necessary steps to improve and upgrade the IT facilities.

PFMS, SPARK

The various IT facilities provided by the college include:

- High-speed internet facility of 50 Mbps (BSNL leased line) speed and 20 Mbps bandwidth provided by optical fibre cable technology, under the NMEICT Project.
- Two servers for the smooth functioning of library and computer lab.
- The college library is automated with KOHA software and provides Web OPAC facility enabling remote access to library catalogue. The library has the subscription of e-books and e-journals via INFLIBNET.
- Institution has a G-Suite (Google Workspace) account and faculty can avail the services through college domain id

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/facilities/internet-facilities/

4.3.2 - Number of Computers

167

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

30.3

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The infrastructure of the College is constituted by essential features like buildings, classrooms and playgrounds, and advanced facilities like ICT-enabled classrooms and laboratory facilities. It is also ensured that the facilities are accessible to all the students. The major funds which aid in the enrichment and maintenance of the infrastructural facilities are from the management, PTA, and governmental agencies. Our management, The

Nair Service Society, a synonym for service and social commitment was founded by the late Sri. Mannathu Padmanabhan and opened an array of educational institutions, hospitals, and other socially beneficial institutions all over Kerala. Nair Service Society (NSS) is a non-profitable organization which, among many other objectives, is obliged to impart equitable education as a means of socio-cultural emancipation and women empowerment. The College intimates to the NSS when the need for works towards the establishment, repair or development of the infrastructure arises. PTA promotes the smooth functioning of the college, provide fund for day-to-day maintenance of the academic facilities of the college including electricity, water, and other service charges. Salary for temporary teaching and non-teaching staff are met from the PTA fund.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mgcollegetvm.ac.in/rules/our-maintenance-policy/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1260

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

48

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://mqcollegevm.ac.in/extra-curricular/asap-additional-skill-acquisition-program/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1650

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1650

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

232

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

28

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

one) during the year

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

60

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Our institution, Mahatma Gandhi College is a leading higher education institution owned by Nair Service Society, is an aided college affiliated to the University of Kerala. Students are

considered to be the active stakeholders A statutory representative body of students are constituted every year through election/nomination system based on competence, merit, and attendance. Since the Honourable high court of Kerala has issued an order posing a restriction on the student political activity and intrusion of politics within the affiliated college, union elections are not followed in the normal format. But to ensure the exposure of students into the political arena, the college has taken effective steps to overcome this by electing representatives not only to academic and other co-curricular bodies. This committee coordinates and regulates curricular, co-curricular and extracurricular activities of the college. Department level programs are conducted under the leadership of the class representatives of the UG and PG classes of the concerned departments. Students are also active members/coordinators of various committees like women's cell, equal opportunity cell, NSS and NCC units

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/extra-curricular/associations/college-union/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

37

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

In keeping with the policy of our Management, the college maintains a registered alumnus, without accepting direct financial aids. The alumni of the college who are in reputed positions maintain continuous connections with their parent institution and hence the college has a strong alumnus who lend unconditional support to the institution. Though financial support is not accepted by the institution, the human resource support provides a real asset to our institution. Most important contribution is the motivation provided by the alumni through the knowledge resources and experience sharing Department of Chemistry, Psychology, Sociology etc are strong in this regard.

File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/alumni-association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mahatma Gandhi College stands for excellence, equity and Inclusiveness and social justice in education and aims to set standards in educational excellence and competence through curriculum enrichment and information dissemination. The governance of the college is highly insightful and in keeping with the vision and mission. The mission of the institution is to provide cultural and physical training inputs for building a healthy and viable society through the balanced orientation towards basic and applied sciences with due importance to humanities and social sciences. The vision of the college envisages the translation of its motto " Sa Vidya Ya Vimukthaye" pragmatically. Education is seen as a means of socio-cultural emancipation and economic empowerment of the underprivileged masses and as a tool for the development of character, competence and commitment. The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC, non-teaching staff, student representatives, stakeholders, and alumni. The principal monitors the mechanism regarding administration and academic process. Finance committee, headed by principal deals with the finance received as various grants and amount received from other sources from overall development and maintenance of college. The financial requirements are proposed by various committees and the principal and the committee approves it.

File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/about/
Upload any additional information	View File

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

The college has decentralized system of governance and management. College receives funds from various agencies like UGC, State Government, RUSA, KSCSTE (Kerala State Council for Science, Technology and Environment and DST (Department and Technology). Various committees of the college like the Council, Planning Board, CPE Committee, IQAC, Purchase Committee, department level committees monitor and execute the process along with precise utilization of these funds. Decision making regarding the execution of all the activities in the college is performed by the college council in which the Principal, Council Secretary, the heads of department, office superintendent and a student representatives play an active role. Council decisions are implemented by the heads of department and co-ordinators of various clubs and committees with the consent of other faculty members and students. The committee consists of management representative, CPE and Planning Committee member take decisions to utilize the allocated fund feasibly. The college officially communicates the approval of the tender submitted and they must supply the items with in the stipulate whether it is from within the country or from outside. The purchase committee take steps to ensure that the tender agreements are complied with the details of the items.

File Description	Documents
Paste link for additional information	<a href="https://mgcollegetvm.ac.in/iqar/perspectiv
eplan/">https://mgcollegetvm.ac.in/iqar/perspectiv eplan/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution comes under the purview of and UGC. KSR Kerala

Service Rules invariably have effects on Service and Academic Matters of the Faculties. Mahatma Gandhi college is managed by Nair Service Society, the General Secretary of the NSS holds the highest position in the hierarchy. The Principal of the college plays a crucial role in the institution. The Academic Matters/ Curriculum/Examinations are exclusively based on norms prescribed in Statute and Regulations. Matter regarding infrastructure and appointments/recruitment/promotion are done by the management with the endorsement of units and the government DCE/DD. College Council is a Statutory Body. There is an elected Governing Council Secretary for the College Council. The College Council acts as an advisory body to principal. From the administrative point of view, the Principal exercises full freedom and power to develop the institution in all areas of academics, infrastructure, and administration. In the qualitative point of view, IQAC Coordinator plays a key role and constantly involves into the qualitative measures for academics, infrastructure, and administration. Similarly, HoDs, Chairman of each committee, faculty members and office superintendent are also given autonomy to execute the vision, mission, and policy of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	<a href="https://mgcollegetvm.ac.in/iqar/perspectiv
eplan/">https://mgcollegetvm.ac.in/iqar/perspectiv eplan/
Upload any additional information	View File

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

Our Institution gives priority to Staff welfare. Existing welfare measures for teaching and non-teaching staff includes maternity leave for six months, Group Insurance scheme for staff members, Immediate increments after earning Ph. D. Degree, provision of Medical and Casual Leave and Summer Vacation for staff. Apart from this, duty leave is allowed to attend Faculty Development Programmes regularly for professional up-gradation of the faculty. Flexible working hours for faculty, Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff, Centralized canteen facility for Teaching and Non-Teaching staff, Wi-Fi campus for Teaching, Non- Teaching staff and Students are the other staff enhancement programmes devised by the college.

As per the provisions of provident fund act, institution contributes to Provident Fund. Salary advance facility from PTA is made available for teaching and non-teaching staff in case of urgency. Motivation through counselling is also available not only for students but also for staff members to create a healthy working environment. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum. The college has a Co-operative society which provides different types of loans and thereby financially support teaching and non-teaching staff equally in hours of need.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/administrative-committees/
Link to Organogram of the institution webpage	http://mgcollegetvm.ac.in/about/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Our Institution gives priority to Staff welfare. Existing welfare measures for teaching and non-teaching staff includes maternity leave for six months, Group Insurance scheme for staff members,

Immediate increments after earning Ph. D. Degree, provision of Medical and Casual Leave and Summer Vacation for staff. Apart from this, duty leave is allowed to attend Faculty Development Programmes regularly for professional up-gradation of the faculty. Flexible working hours for faculty, Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff, Centralized canteen facility for Teaching and Non-Teaching staff, Wi-Fi campus for Teaching, Non-Teaching staff and Students are the other staff enhancement programmes devised by the college. As per the provisions of provident fund act, institution contributes to Provident Fund. Salary advance facility from PTA is made available for teaching and non-teaching staff in case of urgency. Motivation through counselling is also available not only for students but also for staff members to create a healthy working environment. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum. The college has a Co-operative society which provides different types of loans and thereby financially support teaching and non-teaching staff equally in hours of need.

File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/about/#
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Based Appraisal System (PBAS) for Teaching staff: The faculty members are asked to fill Academic Performance Index (API) format at the end of the academic year. The proforma designed by the UGC are used in this regard. Teaching staff first claim their API scores and then the principal with the help of IQAC will finalize the scores based upon the documental evidences submitted by the teachers. The appraisal report of the faculty is submitted to the Principal through the respective heads of the departments.

Performance Appraisal for Non-teaching Staff: The Principal directly monitors the non-teaching staff and regularly, conducts meetings regarding the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staff have to keep a record of their work in prescribed format.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/about/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has very effective mechanism to monitor effective use of financial resources. Expenses are first sanctioned by the Principal, who ensures that expenses are incurred for implementing institutional plans. Other requirement requisition is submitted to purchase committee headed by the Principal. Purchase committee invites tenders from various suppliers and quotations are evaluated for preparation of comparative statement before orders are placed.

This ensures that right equipment is purchased at most competitive price. Further the accounts of the institution are subject to audit internal and external and are audited regularly as per the Government rules. Internal audit is conducted every quarter and receipts are checked with fee receipts and payments with vouchers and supporting documents to ensure that all the payments are duly authorized and any discrepancy regarding this is brought to the

notice of Principal. Further budget is prepared at the beginning of the year and actual expenses incurred during the year are compared with budget and any major variation is discussed by the principal with concerned person. The external auditor conducts statutory audit at the end of financial year.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college gets financial aid from government in the form of the salary. It is credited in the bank account of the staff members. The salary of the guest faculty is paid out of the PTA funds collected from the students. For other expenditures, the permission from the management is obtained. The college prepares the budget in the beginning of the year which is sent to the Management for their approval. After the approval is obtained the college carries out the expenditure by following the due process. The major source of institutional receipts is grant for salary from the government, the fees collected from the students. The college is not in receipt of any other financial assistance other than that mentioned here.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/
Upload any additional information	View File

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

Internal Quality Assurance Cell established in the year 2004, functions on the basis of the guidelines set forth by NAAC. The IQAC meets every quarterly to plan, direct, implement and evaluate the teaching, research, and publication activities in the College. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback. The College has prepared a Perspective Plan for the period of five years.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the College has taken initiatives. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the College are considered as a base for formulation of the perspective plan. Student feedback mechanism, self-appraisal by teachers, teachers training programmes, faculty improvement programmes, encouraging teachers for research are some of the measures taken for quality sustenance and enhancement as a strategy. Each year, the achievers in various academic and non-academic activities are honoured during Merit Day function coordinated by IQAC.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Before the commencement of the academic year, each department prepares its academic plan of action in the DLMC meeting. Feedback from various stakeholders will also be taken into consideration while proposing the academic activities for the year. Allotment of

topics to faculty members will be completed during this meeting. The preparation of academic plan of action is coordinated by IQAC. During the progress of the academic year, DLMC meetings will be conducted to monitor the progress of the academic activities planned and remedial actions will be implemented, if required. Before the commencement of internal examinations, academic committee and IQAC reviews the academic audits conducted by the departments and allots additional teaching sessions wherever required. After the announcement of results for each semester, the all departments conduct a result analysis and the report will be submitted to academic committee and IQAC. Academic committee in consultation with IQAC will prepare remedial actions to schedule additional sessions for slow learners along with instructing the departments to provide minimum learning materials for the examinations. Outcomes of the remedial actions undertaken will be closely monitored by IQAC and modifications, if any, will recommend from time to time.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/iqac/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mgcollegetvm.ac.in/igac/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a coeducational institution which ensures safety, security and well-being, along with gender equity and friendly working atmosphere that guarantees protection to students and staffs

The institution offers the following facilities

Safety and Social Security:

- The campus is safe guarded with compound wall, CCTV surveillance in addition to the round the clock security.
- It is mandatory to wear ID cards issued by the college.
- The college has Internal complaint Cell (ICC), Student's Grievance Committee, Anti-Ragging Committee, Sexual Harassment Cell and Women Cell that deal with complaints and also take prompt and rigorous actions.
- The Discipline Committee work to maintain discipline in the campus.

Counselling

- The college follows a tutorial system and mentor-mentee system
- Counselling can make a profound impact on the psyche of the students and helps them tackle difficult life situations.
- Tutorial system is a step towards confidence building among the students
- The Women Study Unit of the College ensures the conduct of

programmes on Gender sensitisation, mental health, and legal awareness etc.

Common Room

In the general facilities, there is provision for

- Girls' waiting with seating and wash room facility.
- Sanitary napkin vending machines and incinerators.
- Browsing centre, library and canteen

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution gives importance to proper disposal of waste by following three "R"s of sustainability: Reduce, Reuse & Recycle.

The systems functioning in the college are.

Solid Waste Management. At par with the flagship program, Govt. of Kerala, the college manages the proper disposal of solid waste.

The solid waste which is segregated is collected by "Haritha Karma Sena" and is handed over to Panchayath. The separate colour coded bins for the collection of waste are followed. The canteen upholds the three R's policy of the college by prohibiting the use of disposable cups and plastics. The college canteen utilizes bio fuel emanating from Biogas Plant for cooking purpose. Solid chemical wastes are reduced by implementing semi-micro qualitative analysis. Incinerators are installed in the ladies' waiting room which provides sanitized and technical disposal of waste.

Liquid waste management: It comprises of run-off from laboratories, washrooms and canteen. The waste water is expelled through the sewage system, managed by the Public Welfare Department, Govt. of Kerala. Inorganic wastes are neutralized before disposal from laboratories. Double burette titration is also used for reducing chemical wastage.

No system for E-waste, Waste recycling, e-medical, nonbiomedical, hazardous chemicals and radioactive waste management system

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

B. Any 3 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In spite of the fact that the college is run by Nair Service Society, it believes in equality of all cultures and traditions as the students belongs to different caste, religion, regions. Though the institution has diverse socio-cultural background and different linguistics, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. The college takes extensive and diversified efforts to enable the students to be publicly committed and socially responsible. Rashtriya Ekta Diwas pledge is taken by staff and students on National Integration Day. By celebrating many National and International Days of importance, cultural programmes like 'Thiruvathira', 'Onapattu', 'Vanchipattu', 'Nadan pattu' symbolises the cultural artifacts and also preserve the unique tradition of unity. Days like Independence Day, Republic Day, International Womens' Day, Teacher's Day, National Youth Day, Gandhi Jayanthi, Anti Ragging awareness, International Yoga Day, NSS Day, Sports day and World environment day is celebrated every year. The curriculum permits to choose languages Hindi, Malayalam, Sanskrit, Russian under Part I during the first year. The institution also offers research program in Hindi, Malayalam and also publish research papers, books, conducts international seminar, reading days, book fair, folklore activities etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and employees to the constitutional obligations: values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country.

- The institute hoists the flag during national days of importance and invites eminent persons to emphasize on their duties and responsibilities.
- The college has established policies that reflect core values and the programme 'Know Your College' specifically stresses on value-based policies, departmental ethics, code of conduct etc.
- The institution encourages students to participate in NCC and NSS activities to strengthen nationwide bond and relation.

NSS and NCC units perform the following activities to fulfil this

- Plant sapling and cleaning the college and local premises
- Organize campaigns and rallies.
- Blood donation, providing food for the needy
- Collection and distribution of essential materials.

The institution has strived hard to increase the level of awareness and appropriate practices amongst the students in the following areas: Fundamental Duties and Rights of Indian Citizens. The students enthusiastically participated in various Webinars, conferences, talks, various competitions, legal awareness, NSS camps to impart awareness of their duties and responsibilities etc.

Institution ensures the participation of faculties in duties assigned by State Election, Public Service and Entrance Commission

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://mgcollegevm.ac.in/igac/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates national or international days, events, festival which are deemed necessary for the preservation of our tradition, culture and heritage.

- Celebrations of National festivals Onam, Christmas, Holi etc
- Independence Day, Republic Day are celebrated by flag-hoisting, sweet distribution and also invites eminent persons to talk on the duties and responsibilities of citizens.

- The students participated in various activities like Webinar, conferences, talks, various competitions, legal awareness classes, camps etc.
- Observation of Martyr's Day on 30th January is an obeisance to the "Father of Nation" and soldiers who sacrificed their life for our nation.
- Mannam Jayanthi" is celebrated on January 2, the birthday of Bharath Kesari Mannathu Padmanabhan, who was a great leader, educationist, futurist and mentor and above all the founding father of the institution.
- Celebration of International Women's Day, World Environment Day, Ozone Day, World wetlands day, World Mental Health Day, Space week, National Science Day are conducted to initiate motivation in scientific research and affinity for science
- 'Vayanadiancharanam' (Reading Day), Ramayana Maasacharanam', Folklore Day, Kerala Piravi, are celebrated to create an impact on Kerala culture.
- Yoga Day celebrations are meant to extend the awareness of mental and physical health among the youth.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Women Empowerment Through Legal Awareness- Best Practice I

The IQAC, ICC along with women cell and equal opportunity cell of the college have been at the forefront in promoting women empowerment through legal awareness. These initiatives include awareness campaigns, workshops, and orientation programs to familiarize students, faculty, and staff with gender equality and women's empowerment policies. The college has established a system to provide legal aid and counselling services especially to female students. NSS has conducted programmes to foster a legal culture, respect and inclusivity. They collaborate with external agencies

for periodic evaluations on the effectiveness of these initiatives. These practices create an environment where women feel safe, supported and empowered to excel in their academic and professional pursuits.

Socially Responsible future citizens through Community Services -Best Practice II

The College, NSS and NCC have been actively involved in community service initiatives to instil values and a sense of social responsibility. These include community outreach programs, adoption of villages & slums, skill-based volunteering, collaboration with reputable NGOs & government agencies, Integration of Community Service in Curriculum, Recognition and awards, Reflective debriefing sessions foster a sense of ownership, responsibility, sharing of resources, experiences and networking that lead to socially responsible future citizens.

File Description	Documents
Best practices in the Institutional website	http://mgcollegetvm.ac.in/wp-content/uploads/2023/05/Best-Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College has provided tremendous thrust and priority to the vision of the founding father of Nair Service Society. The vision of the college is to educate, enable and empower youth and bridge the knowledge and financial gap. The college emphasizes the need to mainstream the marginalized and weaker sections of students to ensure justice and equity in society. Every year, large number of rural students takes admission in different courses offered by the college and the college provides all the basic need-based facilities to students. The mission is to steer the education it offers not only towards the pragmatic goal of employability, but also to build a healthy life and a sound mind. The college undertakes several initiatives to sensitize students to gender equity, energy conservation measures, inclusiveness, human values etc. Keeping all these in view, the college organizes lectures,

popular talks, workshops, seminars, sports competition, extension activities in the college campus as well as in the local areas. During the Covid-19 and post covid scenario, the college has successfully provided a vital support structure to conduct both online, offline and hybrid teaching-learning sessions. The college supports extraordinary talents as well as enthusiastic learners to realize their dreams and aspirations.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being an affiliated college under the University of Kerala, the academic activities of our institution are in line with the prescribed curriculum of the University. The college level academic calendar is prepared in line with that published by the university. Before the beginning of an academic year, DLMC meeting is convened by each department to prepare the academic plan of action for that year. Academic audits are conducted to monitor the effective implementation of proposed academic activities and additional teaching/helping sessions are scheduled as per requirement. Internal examinations are scheduled as per academic calendar and they are conducted in strict compliance as that for the university end semester evaluation procedure.

Induction programme is conducted that enables the students to remain aware about the academic activities of the college as well as the rules and regulations of the University regarding the programme in which they are admitted. Bridge courses are conducted before the beginning of various courses to ensure a smooth transition of the students from secondary education stream to collegiate education. Along with the academic sessions that are centred around the University curriculum, various departments of our institution also offer different add-on and value-added courses

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mgcollegetvm.ac.in/#

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college is affiliated to University of Kerala and the academic activities of our institution is conducted in accordance with the rules and regulations of the affiliating

university. For each academic year, our college prepares college level academic calendar which is in strict adherence to that published by the University of Kerala. Various academic activities including beginning of academic sessions, scheduling of internal examinations, evaluation and announcement of results and award of marks for continuous evaluation are completed according to the academic calendar.

Scheduling of various academic and non-academic activities by the departments are included in the college level academic calendar. Various activities organized by college level clubs and committees are also scheduled in the college academic calendar. Celebration and observance of various international, national, and regionally important days are included in the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mgcollegetvm.ac.in/igac/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

950

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

1.3 - Curriculum Enrichment

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

In line with the university curriculum, our institution offers courses that are relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The University has introduced Language course and Foundation Course text books at semesters 1 - 3 for students of all disciplines. College has gender sensitization programmes in the form of seminars, workshops, group discussions to sensitize the gender issues. Class representatives are equal with both boys and girls. Without gender discrimination female students are represented in NCC, E- Cell etc. Environment and Sustainability are one of the ardent issues, addressed by the Institute. Regular awareness programs are conducted including the popular ones being 'Tree Plantation' and 'Clean India, Swachh Bharat Campaign's and NCC conduct regular activities on gender laws and sustainability. Disaster Management, a topic of current importance is also part of the curriculum. Environmental Science is taught in different UG programmes as a compulsory subject. Topics like Human Resource Management is made compulsorily in the curriculum for second year UG students. University has also introduced a new course discussing The Constitution of India in the UG curriculum for final year students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

46

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

818

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://mgcollegetvm.ac.in/igac/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
---	--

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://mgcollegetvm.ac.in/igac/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

822

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

134

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institute adopts different methods to identify advanced and slow learners. Once the students are categorized under various learner levels, different approaches are used to augment their learning quotient.

Additional helping sessions and remedial coaching are provided to slow learners along with providing minimum learning materials (MLM) to assist their preparation for university examinations. The progress of the slow learners is continuously monitored so that those students who are excelling in the academics are removed from the group.

Advanced learners are encouraged to widen their enthusiasm towards their area of interest through various programmes. They are encouraged to undertake visits to higher education institutions to interact with eminent professionals. They are encouraged to participate in various intercollegiate competitions and presentations. In student centric teaching - learning methods, student groups are formulated for peer teaching approaches with the help of advanced learners. In this approach, the advanced learner in each group helps the slow learners in a particular topic.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/extra-curricular/walk-with-scholars/
Upload any additional information	View File

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

Number of Students	Number of Teachers
2319	101

File Description	Documents
Any additional information	View File

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

Our institution encourages the adoption of student centric methods in teaching - learning process as they are effective in the holistic development of the students. The approaches we used include participative learning, peer teaching methodology, problem solving/case study approaches, etc.

For the student centric approaches, student groups are made according to the learner level of students. The groups are led by advanced learners and they will assist slow learners to under the academic activities through discussions and group activity. Problem solving strategy is used to encourage the students to become aware about the applications of the concepts they are studying along with developing interest in the chosen subject.

These learner centric approaches proved to attract enthusiasm of students towards the subject in a better manner than the conventional approaches. The project works carried as part of the UG and PG curriculum are mostly based on case studies and they were found to enable the students to formulate the applications of various concepts they have studied during the chosen programme.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://mgcollegetvm.ac.in/extra-curricular/student-support-program/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teaching - learning activities of our institution is primarily conducted through offline mode as per the programme specifications given by the university during the time of admission. Our institution encourages the blending of the offline activities with online modes as far as possible. Faculty members are encouraged to use online platforms to conduct academic sessions with strict adherence to the syllabus requirements. Our institution is equipped with ICT enabled class rooms. The ICT tools available in our college includes wi-fi enabled classrooms, projectors, computers, language lab etc.

Minimum Learning Materials (MLM) are made available to the students through online mode and they are encouraged to submit online assignments. Students are encouraged to use e-resources and they can access these online resources using the college computer lab.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

101

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

101

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

72

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

245

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessment system adopted in our institution is in line with the guidelines of our affiliating university. The internal assessment consists of 20% of the total course evaluation and the rest is through end semester evaluation conducted by the university. Fifty percentage of the internal marks are awarded for the student performance in the timely submission of assignments and seminars while the remaining marks are awarded for internal examinations. Internal marks for each semester is published before forwarding it to the university. Students will be given enough time to raise and resolve their grievances, if any, before forwarding the marks to the university. In case of any grievances, the students are advised to approach department level monitoring committee (DLMC) to raise their issues. The DLMC will resolve the grievance and the resolution will be intimated to the student. Grievances that are not resolved at the DLMC will be forwarded

to college level monitoring committee (CLMC) which is constituted as per the university regulations. CLMC can forward the grievances to university level monitoring committee (ULMC), if it is not resolved at the college level. Final submission of marks to the university is completed after scrutiny by the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://mgcollegetvm.ac.in/igac/cie/

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

In our institution, internal examinations are conducted in a centralized manner by the internal examination committee. Examinations are conducted in the same manner as that of the end semester evaluation by university. Before the commencement of internal examinations, the internal exam committee meeting is convened during which the date and time schedule for internal examinations are finalized. The convenor of the committee will be a senior faculty member. Student seating arrangements as well as list of invigilators are finalized by the internal examination committee. Examination mark sheets as well as the evaluated answer scripts are made available to the students before finalizing the marks. Any grievance regarding the internal examination marks can be placed before department level monitoring committee (DLMC). DLMC will examine the grievance and propose appropriate solutions and the same will be communicated to the student. If the student is not satisfied by the decision, he/she can approach college level monitoring committee (CLMC) which is constituted according to the university regulations. Grievances not resolved at CLMC will be forwarded to university level monitoring committee (ULMC). The final submission of internal marks to the university is completed after addressing the student grievances.

File Description	Documents
Any additional information	View File
Link for additional information	https://mgcollegetvm.ac.in/igac/cie/

2.6 - Student Performance and Learning Outcomes

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

Being an affiliated college under the University of Kerala, all programmes conducted in our college are based on the syllabus prescribed by the university. Majority of the programmes have outcome-based syllabus. For these programmes, the POs and COs are included in the syllabus. The programme outcomes and course outcomes are prepared as per the syllabus published by the university. The outcomes are effectively communicated to the students through various modes. A discussion of the programme outcome is conducted during the bridge course sessions. While handling academic sessions for various courses, the course outcomes are discussed by the course coordinators. The POs and Cos for various programmes are posted in our college website as well as the same are made available in each department

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mgcollegetvm.ac.in/igac/poco/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The grading system of the all courses under various programmes offered by our institution is in accordance with that stipulated by the affiliating university. As per the university statutes, assessment of each course is conducted through a combined mode comprising of continuous evaluation along with end semester evaluation. The continuous evaluation process accounts for 20% of total evaluation points and it involves assessment of the students for the assignments, seminars and presentations on specific topics allotted by the course coordinators. The continuous evaluation also involves performance of the students in quizzes and internal examinations conducted during the conduct of the course. These evaluations are conducted at the college level and the marks obtained are published by the departments before forwarding to the university. The end semester evaluation is conducted by the university and it accounts 80% of the total course evaluation

points. The questions for end semester as well as internal evaluations are prepared based on various COs and POs. The success rate of students for the evaluation process can be considered as the attainment of outcomes for various courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mgcollegetvm.ac.in/iqac/poco/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

567

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://exams.keralauniversity.ac.in/ResultAnalysis/#

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://mgcollegetvm.ac.in/wp-content/uploads/2023/05/FEED-BACK-ANALYSIS-OF-STUDENT-SATISFACTION-SURVEY-https.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
38	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
1	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://kile.kerala.gov.in/
3.2 - Innovation Ecosystem	

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

Our institution is having an Entrepreneurship Development Club(EDC) for training students on entrepreneurial aspects. The activities of the club include interaction with professionals on various measures of entrepreneurship. The club frequently conducts seminars, workshops and interactive sessions that are aimed to motivate students in developing ideas and problem-solving strategies required for business firms. The importance of intellectual property rights is discussed at various levels in our college. As part of the curriculum, the strategies, and regulations for obtaining 'ownership for inventions' are discussed. Apart from the mandatory course requirement by the university, our institution conducts additional interactive sessions to make our students aware about the importance of copyright and patent rules. These sessions are beneficial for the research scholars also and they are encouraged to undergo training sessions to become aware about the patent filing procedure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegevm.ac.in/clubs/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
86	
File Description	Documents
URL to the research page on HEI website	http://mgcollegetvm.ac.in/ugc-projects/list-of-research-guides/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
74	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
20	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

In order to inculcate the need and responsibility for undertaking social services, our institution encourages the participation of our students in social activities. The social activities are mostly organized by NSS and three units of our NCC cadets. The activities undertaken include, awareness sessions about the need for protecting our environment, anti-plastic campaigns, importance of blood - donation, caring the elder and needy people in our society, campaign against drug - abuse, gender related issues, helping hands to socially and economically weaker section of our society etc. As part of these initiatives, our students make frequent visits to public places like hospitals, beaches, and residential areas where they voluntarily clean the places and collect plastic wastes. They also distributed pamphlets to people to make them aware about the need for reducing plastics and other polluting materials. Our students also collected and distributed food and study materials to old age homes and orphanages. As part of the social service activities, our students visited palliative care to distribute hand sanitizers and to interact with the patients. Various departments of our college along with different clubs organize seminars and interactive sessions on gender justice.

File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/extra-curricular/national-service-scheme/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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., during the year

27

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

1235

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

12

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Infrastructure facilities are an important aspect of any college as they determine the overall quality of education and student experience. These facilities include classrooms, labs,

library, sports facilities, and other amenities. Mahatma Gandhi College campus covers an area of forty-eight acres at a serene locale in the heart of the city of Thiruvananthapuram. The entire built in area is divided into three blocks namely the Main block, the Mannam Block and the Commerce Block having a total plinth area of 151200 square feet. The college provides adequate infrastructure to nurture the academic interest of students and ensures optimum facilities for the curricular, co-curricular, and extracurricular activities.

The Main Block houses the offices of the Principal, Administrative office, council room, IQAC, Examination Centre, Guest room, College Auditorium, Seminar Hall, Zoology Museum, common computer lab, reprographic centre, College Library, Science Laboratories and Departments.

The college offers parking spaces for faculty, students, and guests. Hygienically maintained washrooms and regularly serviced water coolers are made available to students. The canteen offers hygienic food at subsidised rates. Surveillance Cameras installed in the campus help monitor discipline.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/

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

Mahatma Gandhi College offers a range of facilities for cultural activities, sports, games, gymnasium, and yoga centre. Our main auditorium equipped with modern sound and lighting systems to host cultural events, performances, and concerts. It is a larger multi-purpose room in a cultural centre or performing arts venue. The room may be used for a variety of purposes, including performances, workshops, classes, exhibitions, and social events. The features of this auditorium include a stage or performance area, lighting and sound equipment, seating for spectators, storage for props and costumes, and a sound system.

The institution has a multi-purpose sports field for outdoor sports such as football, cricket, and hockey. There is also an

indoor stadium with facilities for badminton and basketball. There is also a well-equipped table tennis hall. Girls' rest room has carom and chess boards, and a contiguous badminton court.

The gymnasium is equipped with modern fitness equipment, free weights, and cardio machines. There is also a separate area for stretching and functional training. The gymnasium provides tread mill, multi-gym, weight training and body building equipment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/departments/physical-education/facilities-department-of-physical-education/

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

43

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/computer-labs/#_h https://mgcollegetvm.ac.in/uncategorized/digital-class-rooms/ https://mgcollegetvm.ac.in/facilities/internet-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Nil

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Library is automated using open-source integrated library management system koha with the version 20.05.02.000 in 2020. Koha encapsulates all modules required for a comprehensive library software. Koha visualizes comprehensive functionality including basic and advanced options. Koha incorporates modules for acquisition, circulation, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation etc. Koha has full text searching facility and an enhanced catalogue display that can use content from Amazon, Google, Library Thing, Open Library, and Syndetic, among others. Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools. RFID support, bar code printing and various kinds of report generation etc are other inbuilt features of koha software. The library is fully automated using koha with 68140+ documents. Email alert facility is incorporated for various user categories.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://mgcollegevm.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

218340

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

216

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

4.3 - IT Infrastructure

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

The institution facilitates the augmentation of IT facilities. There is at least one smart class room in every department and a college seminar hall equipped with LCD projectors, computers, laptops, internet, Wi-Fi, and audio facility. The College employs IT facilities for the automation of day-to-day

activities like library amenities, academic and administration activities, admission procedure and the partial automation of office resources.

The institution has established an IT committee to monitor and review the working conditions of existing IT facilities, to identify additional requirements and take necessary steps to improve and upgrade the IT facilities.

PFMS, SPARK

The various IT facilities provided by the college include:

- High-speed internet facility of 50 Mbps (BSNL leased line) speed and 20 Mbps bandwidth provided by optical fibre cable technology, under the NMEICT Project.
- Two servers for the smooth functioning of library and computer lab.
- The college library is automated with KOHA software and provides Web OPAC facility enabling remote access to library catalogue. The library has the subscription of e-books and e-journals via INFLIBNET.
- Institution has a G-Suite (Google Workspace) account and faculty can avail the services through college domain id

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mgcollegetvm.ac.in/facilities/internet-facilities/

4.3.2 - Number of Computers

167

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

30.3

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The infrastructure of the College is constituted by essential features like buildings, classrooms and playgrounds, and advanced facilities like ICT-enabled classrooms and laboratory facilities. It is also ensured that the facilities are accessible to all the students. The major funds which aid in the enrichment and maintenance of the infrastructural facilities are from the management, PTA, and governmental agencies. Our management, The Nair Service Society, a synonym for service and social commitment was founded by the late Sri. Mannathu Padmanabhan and opened an array of educational institutions, hospitals, and other socially beneficial institutions all over Kerala. Nair Service Society (NSS) is a non-profitable organization which, among many other objectives, is obliged to impart equitable education as a means of socio-cultural emancipation and women empowerment. The College

intimates to the NSS when the need for works towards the establishment, repair or development of the infrastructure arises. PTA promotes the smooth functioning of the college, provide fund for day-to-day maintenance of the academic facilities of the college including electricity, water, and other service charges. Salary for temporary teaching and non-teaching staff are met from the PTA fund.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mgcollegetvm.ac.in/rules/our-maintenance-policy/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1260

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

48

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://mgcollegetvm.ac.in/extra-curricular/asap-additional-skill-acquisition-program/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1650

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1650

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
---	----------------------------

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year****83**

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****232**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

28

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

60

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Our institution, Mahatma Gandhi College is a leading higher education institution owned by Nair Service Society, is an aided college affiliated to the University of Kerala. Students are

considered to be the active stakeholders A statutory representative body of students are constituted every year through election/nomination system based on competence, merit, and attendance. Since the Honourable high court of Kerala has issued an order posing a restriction on the student political activity and intrusion of politics within the affiliated college, union elections are not followed in the normal format. But to ensure the exposure of students into the political arena, the college has taken effective steps to overcome this by electing representatives not only to academic and other co-curricular bodies. This committee coordinates and regulates curricular, co-curricular and extracurricular activities of the college. Department level programs are conducted under the leadership of the class representatives of the UG and PG classes of the concerned departments. Students are also active members/coordinators of various committees like women's cell, equal opportunity cell, NSS and NCC units

File Description	Documents
Paste link for additional information	https://mgcollegevm.ac.in/extracurricular/associations/college-union/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

37

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

In keeping with the policy of our Management, the college maintains a registered alumnus, without accepting direct financial aids. The alumni of the college who are in reputed positions maintain continuous connections with their parent institution and hence the college has a strong alumnus who lend unconditional support to the institution. Though financial support is not accepted by the institution, the human resource support provides a real asset to our institution. Most important contribution is the motivation provided by the alumni through the knowledge resources and experience sharing Department of Chemistry, Psychology, Sociology etc are strong in this regard.

File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/alumni-association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Mahatma Gandhi College stands for excellence, equity and Inclusiveness and social justice in education and aims to set standards in educational excellence and competence through curriculum enrichment and information dissemination. The governance of the college is highly insightful and in keeping with the vision and mission. The mission of the institution is to provide cultural and physical training inputs for building a healthy and viable society through the balanced orientation towards basic and applied sciences with due importance to humanities and social sciences. The vision of the college envisages the translation of its motto " Sa Vidya Ya Vimukthaye" pragmatically. Education is seen as a means of socio-cultural emancipation and economic empowerment of the underprivileged masses and as a tool for the development of character, competence and commitment. The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC, non-teaching staff, student representatives, stakeholders, and alumni. The principal monitors the mechanism regarding administration and academic process. Finance committee, headed by principal deals with the finance received as various grants and amount received from other sources from overall development and maintenance of college. The financial requirements are proposed by various committees and the principal and the committee approves it.</p>	
File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/about/
Upload any additional information	View File

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

The college has decentralized system of governance and management. College receives funds from various agencies like UGC, State Government, RUSA, KSCSTE (Kerala State Council for Science, Technology and Environment and DST (Department and Technology). Various committees of the college like the Council, Planning Board, CPE Committee, IQAC, Purchase Committee, department level committees monitor and execute the process along with precise utilization of these funds. Decision making regarding the execution of all the activities in the college is performed by the college council in which the Principal, Council Secretary, the heads of department, office superintendent and a student representatives play an active role. Council decisions are implemented by the heads of department and co-ordinators of various clubs and committees with the consent of other faculty members and students. The committee consists of management representative, CPE and Planning Committee member take decisions to utilize the allocated fund feasibly. The college officially communicates the approval of the tender submitted and they must supply the items with in the stipulate whether it is from within the country or from outside. The purchase committee take steps to ensure that the tender agreements are complied with the details of the items.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/iqar/perspectiveplan/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution comes under the purview of and UGC. KSR Kerala Service Rules invariably have effects on Service and Academic Matters of the Faculties. Mahatma Gandhi college is managed by Nair Service Society, the General Secretary of the NSS holds the highest position in the hierarchy. The Principal of the college plays a crucial role in the institution. The Academic Matters/ Curriculum/Examinations are exclusively based on norms prescribed in Statute and Regulations. Matter regarding

infrastructure and appointments/recruitment/promotion are done by the management with the endorsement of units and the government DCE/DD. College Council is a Statutory Body. There is an elected Governing Council Secretary for the College Council. The College Council acts as an advisory body to principal. From the administrative point of view, the Principal exercises full freedom and power to develop the institution in all areas of academics, infrastructure, and administration. In the qualitative point of view, IQAC Coordinator plays a key role and constantly involves into the qualitative measures for academics, infrastructure, and administration. Similarly, HoDs, Chairman of each committee, faculty members and office superintendent are also given autonomy to execute the vision, mission, and policy of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mgcollegetvm.ac.in/iqar/perspecti veplan/
Upload any additional information	View File

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

Our Institution gives priority to Staff welfare. Existing welfare measures for teaching and non-teaching staff includes maternity leave for six months, Group Insurance scheme for staff members, Immediate increments after earning Ph. D. Degree, provision of Medical and Casual Leave and Summer Vacation for staff. Apart from this, duty leave is allowed to attend Faculty Development Programmes regularly for professional up-gradation of the faculty. Flexible working hours for faculty, Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff, Centralized canteen facility for Teaching and Non-Teaching staff, Wi-Fi campus for Teaching, Non- Teaching staff and Students are the other staff enhancement programmes devised by the college.

As per the provisions of provident fund act, institution contributes to Provident Fund. Salary advance facility from PTA is made available for teaching and non-teaching staff in case of urgency. Motivation through counselling is also available

not only for students but also for staff members to create a healthy working environment. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum. The college has a Co-operative society which provides different types of loans and thereby financially support teaching and non-teaching staff equally in hours of need.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/administrative-committees/
Link to Organogram of the institution webpage	http://mgcollegetvm.ac.in/about/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Our Institution gives priority to Staff welfare. Existing welfare measures for teaching and non-teaching staff includes maternity leave for six months, Group Insurance scheme for staff members, Immediate increments after earning Ph. D. Degree, provision of Medical and Casual Leave and Summer Vacation for staff. Apart from this, duty leave is allowed to

attend Faculty Development Programmes regularly for professional up-gradation of the faculty. Flexible working hours for faculty, Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff, Centralized canteen facility for Teaching and Non-Teaching staff, Wi-Fi campus for Teaching, Non- Teaching staff and Students are the other staff enhancement programmes devised by the college. As per the provisions of provident fund act, institution contributes to Provident Fund. Salary advance facility from PTA is made available for teaching and non-teaching staff in case of urgency. Motivation through counselling is also available not only for students but also for staff members to create a healthy working environment. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum. The college has a Co-operative society which provides different types of loans and thereby financially support teaching and non-teaching staff equally in hours of need.

File Description	Documents
Paste link for additional information	http://mgcollegetvm.ac.in/about/#
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Based Appraisal System (PBAS) for Teaching staff:
The faculty members are asked to fill Academic Performance Index (API) format at the end of the academic year. The proforma designed by the UGC are used in this regard. Teaching staff first claim their API scores and then the principal with the help of IQAC will finalize the scores based upon the documental evidences submitted by the teachers. The appraisal report of the faculty is submitted to the Principal through the respective heads of the departments.

Performance Appraisal for Non-teaching Staff: The Principal directly monitors the non-teaching staff and regularly, conducts meetings regarding the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staff have to keep a record of their work in prescribed format.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/about/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has very effective mechanism to monitor effective use of financial resources. Expenses are first sanctioned by the Principal, who ensures that expenses are incurred for implementing institutional plans. Other requirement requisition is submitted to purchase committee headed by the Principal. Purchase committee invites tenders from various suppliers and quotations are evaluated for preparation of comparative statement before orders are placed.

This ensures that right equipment is purchased at most competitive price. Further the accounts of the institution are subject to audit internal and external and are audited regularly as per the Government rules. Internal audit is

conducted every quarter and receipts are checked with fee receipts and payments with vouchers and supporting documents to ensure that all the payments are duly authorized and any discrepancy regarding this is brought to the notice of Principal. Further budget is prepared at the beginning of the year and actual expenses incurred during the year are compared with budget and any major variation is discussed by the principal with concerned person. The external auditor conducts statutory audit at the end of financial year.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college gets financial aid from government in the form of the salary. It is credited in the bank account of the staff members. The salary of the guest faculty is paid out of the PTA funds collected from the students. For other expenditures, the permission from the management is obtained. The college prepares the budget in the beginning of the year which is sent to the Management for their approval. After the approval is obtained the college carries out the expenditure by following the due process. The major source of institutional receipts is

grant for salary from the government, the fees collected from the students. The college is not in receipt of any other financial assistance other than that mentioned here.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/
Upload any additional information	View File

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

Internal Quality Assurance Cell established in the year 2004, functions on the basis of the guidelines set forth by NAAC. The IQAC meets every quarterly to plan, direct, implement and evaluate the teaching, research, and publication activities in the College. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback. The College has prepared a Perspective Plan for the period of five years.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the College has taken initiatives. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the College are considered as a base for formulation of the perspective plan. Student feedback mechanism, self-appraisal by teachers, teachers training programmes, faculty improvement programmes, encouraging teachers for research are some of the measures taken for quality sustenance and enhancement as a strategy. Each year, the achievers in various academic and non-academic activities are honoured during Merit Day function coordinated by IQAC.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/iqac/
Upload any additional information	View File

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

recorded the incremental improvement in various activities

Before the commencement of the academic year, each department prepares its academic plan of action in the DLMC meeting. Feedback from various stakeholders will also be taken into consideration while proposing the academic activities for the year. Allotment of topics to faculty members will be completed during this meeting. The preparation of academic plan of action is coordinated by IQAC. During the progress of the academic year, DLMC meetings will be conducted to monitor the progress of the academic activities planned and remedial actions will be implemented, if required. Before the commencement of internal examinations, academic committee and IQAC reviews the academic audits conducted by the departments and allots additional teaching sessions wherever required. After the announcement of results for each semester, the all departments conduct a result analysis and the report will be submitted to academic committee and IQAC. Academic committee in consultation with IQAC will prepare remedial actions to schedule additional sessions for slow learners along with instructing the departments to provide minimum learning materials for the examinations. Outcomes of the remedial actions undertaken will be closely monitored by IQAC and modifications, if any, will recommend from time to time.

File Description	Documents
Paste link for additional information	https://mgcollegetvm.ac.in/iqac/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mgcollegetvm.ac.in/igac/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a coeducational institution which ensures safety, security and well-being, along with gender equity and friendly working atmosphere that guarantees protection to students and staffs

The institution offers the following facilities

Safety and Social Security:

- The campus is safe guarded with compound wall, CCTV surveillance in addition to the round the clock security.
- It is mandatory to wear ID cards issued by the college.
- The college has Internal complaint Cell (ICC), Student's Grievance Committee, Anti-Ragging Committee, Sexual Harassment Cell and Women Cell that deal with complaints and also take prompt and rigorous actions.
- The Discipline Committee work to maintain discipline in the campus.

Counselling

- The college follows a tutorial system and mentor-mentee system
- Counselling can make a profound impact on the psyche of the students and helps them tackle difficult life situations.
- Tutorial system is a step towards confidence building

among the students

- The Women Study Unit of the College ensures the conduct of programmes on Gender sensitisation, mental health, and legal awareness etc.

Common Room

In the general facilities, there is provision for

- Girls' waiting with seating and wash room facility.
- Sanitary napkin vending machines and incinerators.
- Browsing centre, library and canteen

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution gives importance to proper disposal of waste by following three "R"s of sustainability: Reduce, Reuse & Recycle.

The systems functioning in the college are.

Solid Waste Management. At par with the flagship program, Govt. of Kerala, the college manages the proper disposal of solid waste. The solid waste which is segregated is collected by "Haritha Karma Sena" and is handed over to Panchayath. The separate colour coded bins for the collection of waste are followed. The canteen upholds the three R's policy of the college by prohibiting the use of disposable cups and plastics. The college canteen utilizes bio fuel emanating from Biogas Plant for cooking purpose. Solid chemical wastes are reduced by implementing semi-micro qualitative analysis. Incinerators are installed in the ladies' waiting room which provides sanitized and technical disposal of waste.

Liquid waste management: It comprises of run-off from laboratories, washrooms and canteen. The waste water is expelled through the sewage system, managed by the Public Welfare Department, Govt. of Kerala. Inorganic wastes are neutralized before disposal from laboratories. Double burette titration is also used for reducing chemical wastage.

No system for E-waste, Waste recycling, e-medical, nonbiomedical, hazardous chemicals and radioactive waste management system

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In spite of the fact that the college is run by Nair Service Society, it believes in equality of all cultures and traditions as the students belongs to different caste, religion, regions. Though the institution has diverse socio-cultural background

and different linguistics, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. The college takes extensive and diversified efforts to enable the students to be publicly committed and socially responsible. Rashtriya Ekta Diwas pledge is taken by staff and students on National Integration Day. By celebrating many National and International Days of importance, cultural programmes like 'Thiruvathira', 'Onapattu', 'Vanchipattu', 'Nadan pattu' symbolises the cultural artifacts and also preserve the unique tradition of unity. Days like Independence Day, Republic Day, International Womens' Day, Teacher's Day, National Youth Day, Gandhi Jayanthi, Anti Ragging awareness, International Yoga Day, NSS Day, Sports day and World environment day is celebrated every year. The curriculum permits to choose languages Hindi, Malayalam, Sanskrit, Russian under Part I during the first year. The institution also offers research program in Hindi, Malayalam and also publish research papers, books, conducts international seminar, reading days, book fair, folklore activities etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and employees to the constitutional obligations: values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country.

- The institute hoists the flag during national days of importance and invites eminent persons to emphasize on their duties and responsibilities.
- The college has established policies that reflect core values and the programme 'Know Your College' specifically stresses on value-based policies, departmental ethics, code of conduct etc.
- The institution encourages students to participate in NCC and NSS activities to strengthen nationwide bond and relation.

NSS and NCC units perform the following activities to fulfil this

- Plant sapling and cleaning the college and local premises
- Organize campaigns and rallies.
- Blood donation, providing food for the needy
- Collection and distribution of essential materials.

The institution has strived hard to increase the level of awareness and appropriate practices amongst the students in the following areas: Fundamental Duties and Rights of Indian Citizens. The students enthusiastically participated in various Webinars, conferences, talks, various competitions, legal awareness, NSS camps to impart awareness of their duties and responsibilities etc.

Institution ensures the participation of faculties in duties assigned by State Election, Public Service and Entrance Commission

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://mgcollegetvm.ac.in/igac/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates national or international days, events, festival which are deemed necessary for the preservation of our tradition, culture and heritage.

- Celebrations of National festivals Onam, Christmas, Holi etc
- Independence Day, Republic Day are celebrated by flag-hoisting, sweet distribution and also invites eminent persons to talk on the duties and responsibilities of citizens.
- The students participated in various activities like Webinar, conferences, talks, various competitions, legal awareness classes, camps etc.
- Observation of Martyr's Day on 30th January is an obeisance to the "Father of Nation" and soldiers who sacrificed their life for our nation.
- Mannam Jayanthi" is celebrated on January 2, the birthday of Bharath Kesari Mannathu Padmanabhan, who was a great leader, educationist, futurist and mentor and above all the founding father of the institution.
- Celebration of International Women's Day, World Environment Day, Ozone Day, World wetlands day, World Mental Health Day, Space week, National Science Day are conducted to initiate motivation in scientific research and affinity for science
- 'Vayanadiancharanam' (Reading Day), Ramayana Maasacharanam', Folklore Day, Kerala Piravi, are celebrated to create an impact on Kerala culture.
- Yoga Day celebrations are meant to extend the awareness of mental and physical health among the youth.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Women Empowerment Through Legal Awareness- Best Practice I

The IQAC, ICC along with women cell and equal opportunity cell of the college have been at the forefront in promoting women empowerment through legal awareness. These initiatives include awareness campaigns, workshops, and orientation programs to familiarize students, faculty, and staff with gender equality and women's empowerment policies. The college has established a system to provide legal aid and counselling services especially to female students. NSS has conducted programmes to foster a legal culture, respect and inclusivity. They collaborate with external agencies for periodic evaluations on the effectiveness of these initiatives. These practices create an environment where women feel safe, supported and empowered to excel in their academic and professional pursuits.

Socially Responsible future citizens through Community Services -Best Practice II

The College, NSS and NCC have been actively involved in community service initiatives to instil values and a sense of social responsibility. These include community outreach programs, adoption of villages & slums, skill-based volunteering, collaboration with reputable NGOs & government agencies, Integration of Community Service in Curriculum, Recognition and awards, Reflective debriefing sessions foster a sense of ownership, responsibility, sharing of resources, experiences and networking that lead to socially responsible future citizens.

File Description	Documents
Best practices in the Institutional website	http://mgcollegetvm.ac.in/wp-content/uploads/2023/05/Best-Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College has provided tremendous thrust and priority to the vision of the founding father of Nair Service Society. The vision of the college is to educate, enable and empower youth and bridge the knowledge and financial gap. The college emphasizes the need to mainstream the marginalized and weaker sections of students to ensure justice and equity in society. Every year, large number of rural students takes admission in different courses offered by the college and the college provides all the basic need-based facilities to students. The mission is to steer the education it offers not only towards the pragmatic goal of employability, but also to build a healthy life and a sound mind. The college undertakes several initiatives to sensitize students to gender equity, energy conservation measures, inclusiveness, human values etc. Keeping all these in view, the college organizes lectures, popular talks, workshops, seminars, sports competition, extension activities in the college campus as well as in the local areas. During the Covid-19 and post covid scenario, the college has successfully provided a vital support structure to conduct both online, offline and hybrid teaching-learning sessions. The college supports extraordinary talents as well as enthusiastic learners to realize their dreams and aspirations.

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

7.3.2 - Plan of action for the next academic year

IQAC visualises annual strategic plan and keeps track of it.

- Emphasis on Capacity Building programs for skill

enhancement

- Creating more opportunities for employability through various add on and value added courses
- Inculcating more interdisciplinary teaching learning opportunities
- Experiential learning through field visits, tours, internships etc.
- Greeninitiatives for a carbon neutral campus
- Promotion of more socially relevant issues in research
- The upliftment and intensification of research culture and encouraging publication of research articles
- Mobilizing research fund by submitting innovative projects to various national agencies
- Augmentation of infrastructure facility
- Enhancement of online, offline and hybrid teaching learning approaches
- Creation of Innovation and Incubation centre
- Create an ecosystem for innovations, entrepreneurship, and knowledge creation through various research and innovative practices.
- Involvement of Alumni shall be enhanced
- Conduction of Sensitization programs/ courses on cross cutting issues like gender, environment, human values, and professional ethics by departments.
- To conduct placement drive.
- Conduct seminars, workshops on intellectual property rights, research methodology to enhance scientific awareness on research.
- Remedial coaching should be intensified, measures such as additional question papers questions banks, extra online and offline sessions, concise notes should be provided to the students for better learning.
- Steps to promote usage of Learning Management Systems.