YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Mahatma Gandhi College
• 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.	04712540103
• Mobile no	9447075484
• Registered e-mail	nssmgcollege@gmail.com
• Alternate e-mail	
• Address	Kesavadasapuram, Pattom P O
• City/Town	Thiruvananthapuram
• State/UT	Kerala
• Pin Code	695004
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

	• 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	8281867868
	• IQAC e-mail address	mgciqac@gmail.com
	• Alternate Email address	iqac@mgcollegetvm.org
3.Website address (Web link of the AQAR (Previous Academic Year)		https://mgcollegetvm.ac.in/iqac/
4.Whether Academic Calendar prepared during the year?		Yes
	• if yes, whether it is uploaded in the Institutional website Web link:	https://mgcollegetvm.ac.in/iqac/

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/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mahatma Gandhi College Thir uvananthapur am	PD Fund	Government of Kerala	2022	574030
Mahatma Gandhi College Thir uvananthapur am	RUSA	RUSA	2022	5000000

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	11	
• 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)

Organized training sessions to faculty members to enhance the quality of teaching - learning activities

Increased number of Add-On/Certificate courses offered by various departments

| Increased number of collaborations with eminent firms for research and academic activities |
| Enhanced use of online mode to conduct seminars and curriculum enrichment activities |
| Increased number of career guidance and counselling programmes for students |

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
To increase learner centric approaches in teaching-learning process	Enhanced the number of learner centric approaches
To increase the number of Add-On/Certificate courses offered by various departments	Number of courses increased when compared to that during previous years
To increase the number of research and academic collaborations with other institutions	Number of MoUs, collaborations and linkages increased
To increase the number of programmes as well as student participation in career guidance programmes	Number of such programmes as well as percentage of student participation increased
To increase the number of programmes and student participation in social outreach/extension activities	Number of extension programmes increase along with percentage of student participation
To ensure increased student participation in environment conservation activities within and beyond the campus	Number of activities related to sustainable environment as well as its conservation increased
To conduct quality audits including energy, environment and green audit of the campus and initiate steps to achieve a carbon neutral campus	Audits conducted and remedial actions initiated

| **13.Whether the AQAR was placed before** | Yes |

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
College council	22/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	15/02/2023

15.Multidisciplinary / interdisciplinary

The college is affiliated to University of Kerala and follows the curriculum provided by the University. As we have limited options in modifying the prescribed curriculm, we have introduced interdisciplinary as well as multidisciplinary approaches in our curriculum enrichment activites including the preparation of Add-On course syllabus, conduct of various programmes, student research projects etc. The prescribed curriculum includes environmental education, value-based education, awareness on Human Rights, women empowerment programme, awareness on drug abuse etc. these courses are conducted as per the guidelines by the University. The college is very keen to organise various programs like Yoga Day celebrations, women's day celebration, Road safety day celebration etc. at present, the University curriculum allows students to make a choice in the social extension activites conducted during second year of the degree programme. In our college, we have various clubs composed of faculty members from various departments. Students selected for each club will be different departments. In the fifth semester of the degree programme, an Open Course is included. Here also, students from different departments can choose a course of their interest from among the available courses offered by the college. 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 as well as interdisciplinary research activities among our research scholars as well as student project groups.

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:

The IQAC of the college plans and advices the conduct of 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. Als per the plan of actiojn made by the IQAC, departments make their action plan for skill enhancement initiatives and in line with this apporach, several programmes are conducted with student participation and it ensures that the students will get a learning esperience through the coordination of these programmes. Various clubs and committees functioning at the college also contribute towards these initatives. The management of the college, IQAC, and the research committee meet yearly to propose enhancements and innovative ideas to support scholarly research. Our research centres are accessible 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.

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 programmes in Malayalam, our regional language, is offered by the college. The college offers Malayalam, Hindi and Sanskrit as additional language courses to the students in addition to Russian. 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 orients 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 course 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 department 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. The club periodically arranges programme for the students. Along with the curriculum based language courses, the departments of Malayalam and Hindi offers Add-On courses in these languages. These courses are expected to enhance the student enthusiasam towards the language. Department of Malayalam and Hindi organizes different programmes related to the importance of the language and make students aware about the importance of these languages in the history of India. Department of Malayalam also conductrs Sanskrit Fest to keep the students of the institution aware about the Sanskrit language.

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

All the programmes and courses offered by 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. Faculty members are encouraged to participate in Faculty Development Programmes offered by various higher education institutions on outcome based education. The college also organizes frequent interactive sessions with experts in

the field of outcome based education to keep our faculty members reamin updated about the formulation, mapping and evaluation of outcomes for the courses offered.

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. As part our intiatives to widen the scope of online education, IQAC encourages the use of mandatory hybrid mode in the conduct of Add-On and Certificate courses. The course evaluation as well as feedback sessions are mostly conducted through onlne platforms. Departments are also encouraged to organize webinars on various disciplines. Since the use of online mode is not mandatory for the conduct of academic activites as per the University curriculum, we are providing optional facility for the students to submit their assignments in online mode. Most of the expert interactions for research activites as well as student project presentations at the college level are conducted either through online or hybrid mode. The students are given awareness about SWAYAM and encourages them to enrol the courses from SWAYAM and MOOC portals. Our initiatives help the students to gain confidence in the use of online tools for education along with equipping them with the latest trends in the teaching - learning process. Our institution also promotes the participation of our faculty membrs in training programmes aimed to acquire knowledge in the use of online platforms as well as advanced online tools in class room teaching. At present, several departments of our institution provide reference materials and minimum learning materials through online platforms to students. We are also planning to design course modules for online courses in various disciplines of UG and PG programmes offered by the institution.

Extended Profile

1.Programme

1.1   **555**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2209**

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   **789**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **99**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **86**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1

555

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

File Description	Documents
Data Template	View File

2.Student

2.1

2209

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

789

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

99

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	86

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)	35
4.3 Total number of computers on campus for academic purposes	170

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 thatpublished 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 perrequirement. 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. Induction programme and 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)

Since our institution is an affiliated college under theUniversity of Kerala our academic activites mailnly centered around the academic calendar published by the university. Once the university published the academic calendar, the academic activities of our institution is conducted in accordance with the rules and regulations of the affiliating university. For each academic year, the academic committee of 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. Teh finalized college academic calendar will be provided to the departments. The departments will include their specific programmes as per their plan of action and makes thier department academic calendar. Programmes and all other scheduled activites will be conducted referring to the academic calendar. Any changes made by the University in their academic calendar will be implemented in the college and department academic calendar and academic programme committee in consultation with IQAC closely monitors the process.

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

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)

22

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

1063

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 Courseat 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. 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 ResourceManagement, Control of Pollutionis made compulsorily in the curriculum forUG students. University has also introduced a new course discussing The Constitution of India in the UG curriculum for final year students. Our institution offers Add-On/Certificate courses addressing these relevant issues thereby making the student aware about it. Our institution has taken initatives to ensure the conservation of the environment within and beyond the campus. The

activities under this intiatives include identification and conservation ofthe biosphere inside the campus, recycling and scientific waste disposal etc. All these activites are carried out with the help of students and the programmes are organized by department and various clubs of the college.

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

49

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

828

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://mgcollegetvm.ac.in/aqar/
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://mgcollegetvm.ac.in/aqar/

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

810

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

130

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 learner levels of students are continously monitored by the institution through various approaches at different stages of the programme. The approaches used include the performance of the student in the qualifying examination, perfomance in bridge course, interaction with faculty advisor and various course coordinators, subsequent performance in continous as well as end semester evaluation. 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
2209	99

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 leaner 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.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.

Based on the feedback from stake holders, we have introduced increased number of add-on courses for enabling students to enahnce thier interest towards the chosen subject. We have also enhanced the number of field visits aimed for experiential learning along with encouraging student internships. With this view, we have augmented the number of collaborations and MoUs with

leading institutions to provide more academic experience to our students beyond the prescribed syllabus.

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 class room teaching as well as laboratory sessions undertaken as part of the UG and PG programmes offered byour institution areprimarily conducted through offline mode as per the programme specificationsgiven 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 as well as general library. Remedial sessionsand additional helping sessions are conducted in hybrid mode. In a view to enhance the implementation of ICT enabled teaching-learning process, we have encouraged the use of mandatory online sessions for the conduct of add-on courses. In most cases, the evaluation of these courses are conducted through online mode.

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

99

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

99

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

77

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

686

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/iqac/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 collegelevel 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/iqac/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/iqac/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 semesterevaluation. 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

417

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/ResultAnalysis.php

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)

https://mgcollegetvm.ac.in/aqar/

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)

75

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

67

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://mgcollegetvm.ac.in/#

3.2 - Innovation Ecosystem

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

In order to ensure the creation of an ecosystem for transfer of knowledge, we are giving primary importance to organize programmes to make our students aware about the knowledge transfer protocols .Our institution is having an Entrepreneurship Development Cell (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. Our institution has successfully participated in the Youth Innovators Programmes (YIP) organized by the Government of Kerala and got recognition.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mgcollegetvm.ac.in/iqar/innovation/

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

29

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

97

File Description	Documents
URL to the research page on HEI website	https://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

94

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

5

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. Our students were also involved in the drug free campaign in association with reputed agencies and as part of the campaign, students distributed awarness notes to public.

File Description	Documents
Paste link for additional information	https://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

53

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

2200

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

17

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

4

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/uncategorized/digital-class-rooms/

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 multipurpose room in a cultural centre or performing arts venue. Theroom 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/
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)

34.8

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	https://mgcollegetvm.ac.in/library/

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

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)

154555

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

200

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. 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 ejournals 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

170

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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)

8

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 ofsocio-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	https://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

1228

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

70

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	https://mgcollegetvm.ac.in/#
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

2121

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

2121

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

111

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

249

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

52

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.

20

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 unive rsity/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)

Mahatma Gandhi College is a leading higher education institution owned by Nair Service Society, is an aidedcollege 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/#
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

45

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. As part of our Distinguished Alumni Interaction Series (DAIS), several departments conducted programmes making use of the expertise of alumni. DAIS provided a platform for the interaction of our students with eminent professionals among the alumni. It also helped to widen the awareness of our students to know about the future opportunities in their field of interest.

File Description	Documents
Paste link for additional information	https://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

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	https://mgcollegetvm.ac.in/mission-vision/
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 administration of the college has a decentralized system of governance and management. College receives funds from various agencies like UGC, State Government, RUSA, KSCSTE and DST. The proposals to various funding agencies as well as its allocations, after the sanction of projects, are carried out with the monitoring of various committees of the college like the Council, Planning Board, CPE Committee, IQAC, Purchase Committee and RUSA committee. Requirements for various departments are prepared through department meetings and the consolidated proposals with estimates are forwarded to college level committees. 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/administrative-committees/
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 CouncilSecretary 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/perspectiveplan/
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/about/
Link to Organogram of the institution webpage	https://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

A. All 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 toProvident 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 Cooperative 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/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

3

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

18

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

theirAPI 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/service-cells/
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	http://mgcollegetvm.ac.in/wp-content/uploads/2018/02/Financial-Audit-Report.pdf
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	http://mgcollegetvm.ac.in/wp-content/uploads/2018/02/Fund-Mobilisation-Strategy-organogram.pdf
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 nonacademic 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 thedepartments 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/aqar/
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

Our campus is at the forefront of promoting gender equity, integrating both curricular and co-curricular initiatives that resonate with the multifaceted aspects of women's empowerment. In association with NCC Navy, Department of Psychology organized a seminar titled "Knowing the Spaces – Women, Media, and Equality in the Post – Truth Period".

In commemoration of International Women's Day, the NCC Navy provided lunch to the inmates of Mahila Mandiram, demonstrating a commitment to social welfare. The Commerce Department contributed academically, hosting a seminar on the legal processes pivotal to gender equality, encouraging students to engage critically with legal frameworks.

The Department of Psychology offered counselling training sessions to all faculty members. The English Department addressed physical safety through a workshop on self-defense, fostering a sense of security for women on campus.

The Sociology Department's impactful contribution involved the display of posters on International Women's Day, contributing to the campus wide sensitization on gender issues. Collaborative efforts from the Equal Opportunity Cell, Women's Cell and Debate Club focused on legal awareness programs for women. Economics department organized a citizen-centric legal awareness initiative.

This comprehensive approach underscores our commitment to cultivating an inclusive campus environment, fostering the

holistic development, safety and empowerment of women.

File Description	Documents
Annual gender sensitization action plan	https://mgcollegetvm.ac.in/iqac/
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	a. Safety and security b. Counseling c. Common Rooms

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

A. 4 or All 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

A. Any 4 or all 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:

A. Any 4 or All 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

A. Any 4 or all 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

A. Any 4 or all 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).

Mahatma Gandhi College stands as a beacon of inclusivity, weaving a vibrant tapestry of tolerance and harmony across dimensions. The celebration of cultural festivals such as Onam, Kerala Piravi, Christmas, and Holi creates an atmosphere where diverse traditions are embraced fostering a sense of unity among students. The Malayalam Department's Pala-Mozhi-Ramayanam competition in August 2022 exemplifies the college's dedication to cultural preservation and student engagement. The Debate Club organizes events focused on uplifting moral values and belief systems, contributing to holistic student development.

The college's commitment to linguistic diversity is evident through the provision of language learning opportunities. Students can explore Malayalam, Hindi, Sanskrit and Russian as additional languages, promoting a rich linguistic environment that encourages cross-cultural communication.

Ou institution actively ensures to inform students about state and central government scholarships and fee concession schemes. Orientation programs further contribute to awareness, fostering an environment where students are sensitive to communal and societal issues.

For differently abled students, the college provides essential support, including audio clips of notes, scribe facilities for exams, endowment awards and infrastructure enhancements like ramps and railings. Presence of students from outside the state enriches the campus with diverse perspectives, creating a truly inclusive academic community.

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

Mahatma Gandhi College is steadfast in its commitment to sensitizing both students and employees to constitutional obligations, emphasizing the core values, rights, duties, and responsibilities of citizens. The institution's holistic approach to education is evident through the collaborative efforts of its three NCC wings and various departments and clubs.

The Naval NCC, embodying a spirit of service, cleaned beaches and generously donated radio to a visually impaired children's school. Going a step further, they learned Braille, created New Year greeting cards for these children. The NCC Air wing displayed a commitment to health and well-being by organizing blood donation drives.

The institution celebrated national events like Independence Day, Republic Day, and Gandhi Jayanthi, fostering patriotism and a collective identity. The NSS contributed significantly to education by providing study materials in the adopted village.

The Commerce and Hindi Department demonstrated social responsibility by donating food to cancer patient bystanders, and offering financial aid to students through the "Sathi" program. The Zoology Department extended support to local community facing hardships by providing food and study materials.

Mahatma Gandhi College's diverse initiatives not only reflect constitutional ideals but also exemplify a dedication to shaping responsible, compassionate citizens who actively contribute to societal well-being.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://mgcollegetvm.ac.in/wp-content/uploads/2024/02/Annual-Report-2022-23.pdf
Any other relevant information	https://mgcollegetvm.ac.in/aqar/

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

Mahatma Gandhi College is a dynamic institution that takes pride in celebrating a diverse array of national and international commemorative days, events, and festivals throughout the academic calendar.

The institution's calendar is punctuated with key national events such as Independence Day, Republic Day and Gandhi Jayanthi instilling a sense of patriotism and national pride among the students. In addition to these college actively participates in

observances of various international events. Noteworthy occasions include World Environment Day, International Yoga Day, International Women's Day, Mental Health Day fostering global awareness and inclusivity.

The institution also pays tribute to the professional and thematic days, including GST Day, Chartered Accountants Day, Ozone Day, NCC Day, Navy Day, Air wing Day, Army Day, Science Day, Mannam Jayanthi, providing a holistic and educational experience for students.

The college embraces cultural diversity by commemorating festivals such as Onam, Christmas, Kerala Piravi, Holi, fostering an environment where students from various backgrounds can share and appreciate each other's traditions. Mahatma Gandhi College's comprehensive approach to celebrating a wide spectrum of events reflects its commitment to cultural diversity, environmental consciousness, and holistic education. These celebrations contribute to creating a vibrant and inclusive campus environment for all students and staff.

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.

Best Practice 1 -Samvedana Sadhaka

Mahatma Gandhi College prioritizes a holistic approach to education, extending beyond mere academic pursuits. This practice delves into the college's commitment to fostering a deeper connection with nature, instilling empathy for fellow beings, and cultivating a profound understanding of societal needs.Various departments engage in environment preservation activities with

active participation of students. All programmes conducted in the institution followed green protocols and student volunteers ensured the implementation of our green approach. Naval NCC wing cadets learned Braille language and created greeting cards for visually impaired children.College launched a waste management initiative, focusing on vermicomposting.

Best Practice 2-Praghyan

Mahatma Gandhi College is steadfast in enhancing student knowledge, prioritizing a curriculum that extends beyond traditional boundaries for comprehensive learning. Acknowledging the value of current issues, the institution prioritizes updating knowledge to align with contemporary trends. To achieve this, programs organized by individual departments are accessible to all students, fostering a shared learning experience.The transformative impact of Praghyan is evident, students have flourished academically. Engaging in various intercollege quiz competitions, students not only showcased their intellectual prowess but also earned accolades with prizes.

File Description	Documents
Best practices in the Institutional website	http://mgcollegetvm.ac.in/wp-content/uploads/2024/02/Best-Practices-2022-23.pdf
Any other relevant information	https://mgcollegetvm.ac.in/aqar/

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

In Mahatma Gandhi College, Research and Development (R&D) play a crucial role in fostering innovation, advancing knowledge, and preparing students for the challenges of the future. Colleges engage in research and development to contribute to the creation of new knowledge, technologies, and methodologies. The primary goal is often to address societal challenges, enhance academic reputation, and support the professional development of faculty and students. Faculty involvement in Research and Development enhances their expertise, keeps them updated on the latest advancements, and allows them to contribute to the academic community.

In the academic year 2022-23, in Mahatma Gandhi College thirty-four faculties are research supervisors and seventy-five research scholars are doing research under these faculties. In addition to this faculties from other colleges and institutions are also serves as research supervisors in this College and they are considered as external guides.

There are thirty-five external guides and more than forty research scholars are doing research under these external guides. More than one hundred and twenty-five articles were published in various journals during the year 2022-23. More than five books or chapters were also published during the year. More than twenty Ph.D s were produced during the academic year.

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 thatpublished 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 perrequirement. 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. Induction programme and 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)

Since our institution is an affiliated college under theUniversity of Kerala our academic activites mailnly centered around the academic calendar published by the university. Once the university published the academic calendar, the academic

activities of our institution is conducted in accordance with the rules and regulations of the affiliating university. For each academic year, the academic committee of 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. Teh finalized college academic calendar will be provided to the departments. The departments will include their specific programmes as per their plan of action and makes thier department academic calendar. Programmes and all other scheduled activites will be conducted referring to the academic calendar. Any changes made by the University in their academic calendar will be implemented in the college and department academic calendar and academic programme committee in consultation with IQAC closely monitors the process.

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

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)

22

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

1063

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 Courseat 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. 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 ResourceManagement, Control of Pollutionis made compulsorily in the curriculum forUG students. University has also introduced a new course discussing The Constitution of India in the UG curriculum for final year students. Our institution offers Add-On/Certificate courses addressing these relevant issues thereby making the student aware about it. Our institution has taken initatives to ensure the conservation of the environment within and beyond the campus. The activities under this intiatives include identification and conservation ofthe biosphere inside the campus, recycling and scientific waste disposal etc. All these activites are carried out with the help of students and the programmes are organized by department and various clubs of the college.

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

`49`

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

`828`

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	`B. Any 3 of the above`

File Description	Documents
URL for stakeholder feedback report	https://mgcollegetvm.ac.in/aqar/
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	**A. Feedback collected, analyzed and action taken and feedback available on website**

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

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

810

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

130

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 learner levels of students are continously monitored by the institution through various approaches at different stages of the programme. The approaches used include the performance of the student in the qualifying examination, perfomance in bridge course, interaction with faculty advisor and various course coordinators, subsequent performance in continous as well as end semester evaluation. 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
2209	**99**

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 leaner 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.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.

Based on the feedback from stake holders, we have introduced increased number of add-on courses for enabling students to enahnce thier interest towards the chosen subject. We have also enhanced the number of field visits aimed for experiential learning along with encouraging student internships. With this view, we have augmented the number of collaborations and MoUs with leading institutions to provide more academic experience to our students beyond the prescribed syllabus.

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 class room teaching as well as laboratory sessions undertaken as part of the UG and PG programmes offered byour institution areprimarily conducted through offline mode as per the programme specificationsgiven 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 as well as general library. Remedial sessionsand additional helping sessions are conducted in hybrid mode. In a view to enhance the implementation of ICT enabled teaching-learning process, we have encouraged the use of mandatory online sessions for the conduct of add-on courses. In most cases, the evaluation of these courses are conducted through online mode.

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

99

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

99

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

77

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

13-03-2024 08:46:36

686	

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/iqac/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 collegelevel 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/iqac/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/iqac/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 semesterevaluation. 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

417

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/ResultAnalysis.php

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)

https://mgcollegetvm.ac.in/aqar/

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)

75

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

67

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://mgcollegetvm.ac.in/#

3.2 - Innovation Ecosystem

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

In order to ensure the creation of an ecosystem for transfer of knowledge, we are giving primary importance to organize programmes to make our students aware about the knowledge transfer protocols .Our institution is having an Entrepreneurship Development Cell (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. Our institution has successfully participated in the Youth Innovators Programmes (YIP) organized by the Government of Kerala and got recognition.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mgcollegetvm.ac.in/iqar/innovation/

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

29

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

97

File Description	Documents
URL to the research page on HEI website	https://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

94

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

5

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. Our students were also involved in the drug free campaign in association with reputed agencies and as part of the campaign, students distributed awarness notes to public.

File Description	Documents
Paste link for additional information	https://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

53

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

2200

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

17

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

4

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/uncategorized/digital-class-rooms/

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 multipurpose room in a cultural centre or performing arts venue. Theroom 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/
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)

34.8

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	https://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)

154555

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

200

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. 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 ejournals 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

170

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

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)

8

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 ofsocio-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	https://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

1228

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

70

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	https://mgcollegetvm.ac.in/#
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

2121

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

2121

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

111

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

249

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

52

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.

20

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)

Mahatma Gandhi College is a leading higher education institution owned by Nair Service Society, is an aidedcollege

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/#
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

45

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. As part of our Distinguished Alumni Interaction Series (DAIS), several departments conducted programmes making use of the expertise of alumni. DAIS provided a platform for the interaction of our students with eminent professionals among the alumni. It also helped to widen the awareness of our students to know about the future opportunities in their field of interest.

File Description	Documents
Paste link for additional information	https://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

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	https://mgcollegetvm.ac.in/mission-vision/
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 administration of the college has a decentralized system of governance and management. College receives funds from various agencies like UGC, State Government, RUSA, KSCSTE and DST. The proposals to various funding agencies as well as its allocations, after the sanction of projects, are carried out with the monitoring of various committees of the college like the Council, Planning Board, CPE Committee, IQAC, Purchase Committee and RUSA committee. Requirements for various departments are prepared through department meetings and the consolidated proposals with estimates are forwarded to college level committees. 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/administrative-committees/
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 CouncilSecretary 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/perspectiveplan/
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/about/
Link to Organogram of the institution webpage	https://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	A. All 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 toProvident 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 Cooperative 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/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

3

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

18

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 theirAPI 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/service-cells/
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	http://mgcollegetvm.ac.in/wp-content/uploads/2018/02/Financial-Audit-Report.pdf
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	http://mgcollegetvm.ac.in/wp-content/uploads/2018/02/Fund-Mobilisation-Strategy-organogram.pdf
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 nonacademic 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 thedepartments 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/aqar/
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

Our campus is at the forefront of promoting gender equity, integrating both curricular and co-curricular initiatives that resonate with the multifaceted aspects of women's empowerment. In association with NCC Navy, Department of Psychology organized a seminar titled "Knowing the Spaces – Women, Media, and Equality in the Post – Truth Period".

In commemoration of International Women's Day, the NCC Navy provided lunch to the inmates of Mahila Mandiram, demonstrating a commitment to social welfare. The Commerce Department contributed academically, hosting a seminar on the legal processes pivotal to gender equality, encouraging students to engage critically with legal frameworks.

The Department of Psychology offered counselling training sessions to all faculty members. The English Department addressed physical safety through a workshop on self-defense, fostering a sense of security for women on campus.

The Sociology Department's impactful contribution involved the display of posters on International Women's Day, contributing to the campus wide sensitization on gender issues. Collaborative efforts from the Equal Opportunity Cell, Women's Cell and Debate Club focused on legal awareness programs for women. Economics department organized a citizen-centric legal awareness initiative.

This comprehensive approach underscores our commitment to cultivating an inclusive campus environment, fostering the holistic development, safety and empowerment of women.

File Description	Documents
Annual gender sensitization action plan	https://mgcollegetvm.ac.in/iqac/
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	a. Safety and security b. Counseling c. Common Rooms

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	A. 4 or All 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	A. Any 4 or all 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**	A. Any 4 or All of the above

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	**A. Any 4 or all 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	**A. Any 4 or all of the above**

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).

Mahatma Gandhi College stands as a beacon of inclusivity, weaving a vibrant tapestry of tolerance and harmony across dimensions. The celebration of cultural festivals such as Onam, Kerala Piravi, Christmas, and Holi creates an atmosphere where diverse traditions are embraced fostering a sense of unity among students. The Malayalam Department's Pala-Mozhi-Ramayanam competition in August 2022 exemplifies the college's dedication to cultural preservation and student engagement. The Debate Club organizes events focused on uplifting moral values and belief systems, contributing to holistic student development.

The college's commitment to linguistic diversity is evident through the provision of language learning opportunities. Students can explore Malayalam, Hindi, Sanskrit and Russian as additional languages, promoting a rich linguistic environment that encourages cross-cultural communication.

Ou institution actively ensures to inform students about state and central government scholarships and fee concession schemes. Orientation programs further contribute to awareness, fostering an environment where students are sensitive to communal and societal issues.

For differently abled students, the college provides essential support, including audio clips of notes, scribe facilities for exams, endowment awards and infrastructure enhancements like ramps and railings. Presence of students from outside the state

enriches the campus with diverse perspectives, creating a truly inclusive academic community.

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

Mahatma Gandhi College is steadfast in its commitment to sensitizing both students and employees to constitutional obligations, emphasizing the core values, rights, duties, and responsibilities of citizens. The institution's holistic approach to education is evident through the collaborative efforts of its three NCC wings and various departments and clubs.

The Naval NCC, embodying a spirit of service, cleaned beaches and generously donated radio to a visually impaired children's school. Going a step further, they learned Braille, created New Year greeting cards for these children. The NCC Air wing displayed a commitment to health and well-being by organizing blood donation drives.

The institution celebrated national events like Independence Day, Republic Day, and Gandhi Jayanthi, fostering patriotism and a collective identity. The NSS contributed significantly to education by providing study materials in the adopted village.

The Commerce and Hindi Department demonstrated social responsibility by donating food to cancer patient bystanders, and offering financial aid to students through the "Sathi" program. The Zoology Department extended support to local community facing hardships by providing food and study materials.

Mahatma Gandhi College's diverse initiatives not only reflect constitutional ideals but also exemplify a dedication to shaping responsible, compassionate citizens who actively contribute to societal well-being.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://mgcollegetvm.ac.in/wp-content/uploads/2024/02/Annual-Report-2022-23.pdf
Any other relevant information	https://mgcollegetvm.ac.in/aqar/

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

Mahatma Gandhi College is a dynamic institution that takes pride in celebrating a diverse array of national and international commemorative days, events, and festivals throughout the academic calendar.

The institution's calendar is punctuated with key national events such as Independence Day, Republic Day and Gandhi Jayanthi instilling a sense of patriotism and national pride

among the students. In addition to these college actively participates in observances of various international events. Noteworthy occasions include World Environment Day, International Yoga Day, International Women's Day, Mental Health Day fostering global awareness and inclusivity.

The institution also pays tribute to the professional and thematic days, including GST Day, Chartered Accountants Day, Ozone Day, NCC Day, Navy Day, Air wing Day, Army Day, Science Day, Mannam Jayanthi, providing a holistic and educational experience for students.

The college embraces cultural diversity by commemorating festivals such as Onam, Christmas, Kerala Piravi, Holi, fostering an environment where students from various backgrounds can share and appreciate each other's traditions. Mahatma Gandhi College's comprehensive approach to celebrating a wide spectrum of events reflects its commitment to cultural diversity, environmental consciousness, and holistic education. These celebrations contribute to creating a vibrant and inclusive campus environment for all students and staff.

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.

Best Practice 1 -Samvedana Sadhaka

Mahatma Gandhi College prioritizes a holistic approach to education, extending beyond mere academic pursuits. This practice delves into the college's commitment to fostering a deeper connection with nature, instilling empathy for fellow beings, and cultivating a profound understanding of societal

needs.Various departments engage in environment preservation activities with active participation of students. All programmes conducted in the institution followed green protocols and student volunteers ensured the implementation of our green approach. Naval NCC wing cadets learned Braille language and created greeting cards for visually impaired children.College launched a waste management initiative, focusing on vermicomposting.

Best Practice 2-Praghyan

Mahatma Gandhi College is steadfast in enhancing student knowledge, prioritizing a curriculum that extends beyond traditional boundaries for comprehensive learning. Acknowledging the value of current issues, the institution prioritizes updating knowledge to align with contemporary trends. To achieve this, programs organized by individual departments are accessible to all students, fostering a shared learning experience.The transformative impact of Praghyan is evident, students have flourished academically. Engaging in various intercollege quiz competitions, students not only showcased their intellectual prowess but also earned accolades with prizes.

File Description	Documents
Best practices in the Institutional website	http://mgcollegetvm.ac.in/wp-content/uploads/2024/02/Best-Practices-2022-23.pdf
Any other relevant information	https://mgcollegetvm.ac.in/aqar/

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

In Mahatma Gandhi College, Research and Development (R&D) play a crucial role in fostering innovation, advancing knowledge, and preparing students for the challenges of the future. Colleges engage in research and development to contribute to the creation of new knowledge, technologies, and methodologies. The primary goal is often to address societal challenges, enhance academic reputation, and support the professional development of faculty and students. Faculty involvement in Research and Development enhances their expertise, keeps them

updated on the latest advancements, and allows them to contribute to the academic community.

In the academic year 2022-23, in Mahatma Gandhi College thirty-four faculties are research supervisors and seventy-five research scholars are doing research under these faculties. In addition to this faculties from other colleges and institutions are also serves as research supervisors in this College and they are considered as external guides.

There are thirty-five external guides and more than forty research scholars are doing research under these external guides. More than one hundred and twenty-five articles were published in various journals during the year 2022-23. More than five books or chapters were also published during the year. More than twenty Ph.D s were produced during the academic year.

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

- To introduce add-on/value-added courses in collaboration with reputed external agencies and to offer inter-disciplinary courses
- To enhance the number of student internships
- To promote field-visits and study-tours in a view to widen experiential learning approaches
- To augment our existing greener initiatives to achieve zero emission zone
- To increase the number of high quality publications and filing of patents
- To widen the activites of incubation centre towards preparing our students for start-up grants and research fellowships
- To explore research funding from Government and Non-government funding agencies
- To accelerate the augmentation of infrastructure facilities and prepare for NAAC reaccreditation process
- To create an ecosystem for innovations, entrepreneurship,

and knowledge creation through various research and innovative practices.

- To widenthe activities under Distinguished Alumni Interaction Series and organize more programmes
- To conduct sensitization programs/courses on cross cutting issues like gender, environment, human-values, and professional ethics by departments and clubs.
- To increase the number of career counselling programmes and organize placement drives for on-campus recruitment
- To organize wokshops and training sessions towards the implementation of Four Year UG programmes as per the guidelines of the affiliating university.
- To intensify our learner centric approaches to improve end semester results with specific focus to slow learners.