



# **SELF STUDY REPORT**

**FOR**

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

## **KORAMBAYIL AHAMED HAJI MEMORIAL UNITY WOMEN'S COLLEGE, MANJERI**

**KORAMBAYIL AHAMED HAJI MEMORIAL UNITY WOMENS COLLEGE, P.O.  
NARUKARA, MALAPPURAM DISTRICT**

**676122**

**[www.unitywomenscollege.in](http://www.unitywomenscollege.in)**

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**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**April 2019**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Korambayil Ahamed Haji Memorial Unity Women's College, a First Grade Aided Arts and Science College established on 18th December 1991, is located at "Koodakkara" in the Pulpatta Grama Panchayath of Eranad Taluk, Malppuram District Kerala. It is a minority institution run by a registered society, Muslim Educational and Cultural Association (MECA) and is the fulfillment of the great educational vision of Late Shri Korambayil Ahamed Haji, in the upliftment of women in general and the educationally backward Muslim women in particular.

The College affiliated to the University of Calicut, has the unique distinction of being the first multifaculty women's college, run by the muslim community in Kerala. The college has travelled a long way towards its present permanent status as a full fledged institution with well set vision and mission in an expanse of 17 acres of lushful green ambience on the hilly terrains with a built up area of 9880 m<sup>2</sup>, promising much more for the future. Accredited B+ in 2005 by NAAC, the college is currently rated at B level by 2014 accreditation with a cumulative grade point of 2.82.

The management has been successfully utilizing various funding sources such as UGC, RUSA, MP/MLA funds, PTA, KSHEC, KSCST, ERUDITE SCHEMES, local well wishers etc. to expand its possibilities in the academic as well as non-academic arenas. Currently the college offers 9 undergraduate and 6 post graduate programmes under regular and self financing streams along with 4 certificate programmes.

The formable achievements in these 26 years owes a great deal to the joined efforts of qualified committed staff and management and the students along with the parents and people in the locality. Besides the academic standards set by the university, the college has been platform for social change providing gender and region based awareness and trainings through various entities like Alumni, NCC, NSS, CGC, Women Cell, Clubs, Association, WWS and SSP. The establishment of the college has been a milestone in the district instigating fresh thoughts for social change through women education and empowerment, adding to the national growth by nurturing the concept of productive citizenship.

### **Vision**

Korambayil Ahamed Haji Memorial Unity Women's College strives to make young girls 'the change' they wish to see in the society. Empowering students is hence a crucial element of our vision with the belief that each one is a leader and an agent towards societal change. Egalitarianism demands awareness and action, which necessitates the responsibility of providing the best through classrooms and the academic and social exposures, along with opportunities and guidance to act where necessary. It is this dual responsibility that sharpens the vision of Korambayil Ahamed Haji Memorial Unity Women's College, the execution of which is impossible without strong rapport and collaboration with other academic and social establishments outside the institution. The college envisages larger framework through this vision.

### **Mission**

- Providing Best in Education
- Inculcating Human Values
- Developing Leadership
- Fostering Unflinching Patriotism

All practices of the institution are intended to provide a transformative education inducing the principles of integrity, accountability, empathy and transparency and hence the management, staff and stakeholders strive hard to provide an ambience where observation, analysis, creativity and communication are encouraged. Through a holistic approach to teaching and learning, our mission is to achieve self-empowerment that explicitly recognizes the self and helps understand the social context that sustains them. Every stakeholder is sensitized of this aspect of the institutional mission, and the institution is relentlessly engaged in enhancing student experience, improving internal support systems, broadening its funding base, and promoting alumni engagement, all in a clean, green campus.

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

### Institutional Strength

1. The first Arts, Science, and Commerce Women's College in Malappuram District.
2. A minority institution in a backward area providing excellence in education meant for the upliftment of muslim women in particular.
3. Panoramic location with excellent infrastructure with well-equipped laboratories.
4. Transparency in admission and staff appointment process.
5. Good academic record and extracurricular achievements.
6. Scholarships under different schemes for a large number of students.
7. Strike free and drug free campus
8. Eco-friendly campus maintained through plastic ban.
9. Women empowerment and self-defense programmes.
10. Residential facility for students and staff.
11. Highly committed and co-operative PTA, local governance and well-wishers.
12. Non-Residential Student Centre and a neat and clean canteen.
13. Open and free fitness centre.
14. Conduct of National and International seminars and workshops.
15. Local chapter of NPTEL.
16. 5 star accredited ASAP of Kerala Higher Education
17. Library with internet availability.
18. Regular winners of university arts competitions.
19. Support from funding agencies.
20. Staff club promoting personal and professional ties.
21. Empowerment possibilities through various forums.
22. Instrumental in creating awareness in educational and professional opportunities for women to live more dignified and independent lives.
23. A platform for qualified, committed group of experienced hands to share their conventional and gained wisdom with the young promising minds of the district.
24. State of the art library with collection of rare and latest publications, as a creative, informative forum enhancing student experience.
25. Spacious campus that can accommodate creative expansion.

26. Politically, culturally strong and influential management team with renowned director.

### **Institutional Weakness**

1. Lack of public conveyance to the college.
2. Low percentage enrolment in national workforce owing to cultural or religion or familial inhibitions or restrictions.
3. Limited research departments owing to university or state regulations.
4. Research options, professional development or training programmes inadequate in general and for budding teachers or guest lecturers in particular.
5. Low chances of vocational training programmes to the students.
6. Meagre tie ups with industries or research centres.

### **Institutional Opportunity**

- There are chances for promotions of needed courses by using outsource funding.
- Sign agreement and MOU with multinational companies for sharing of resource.
- Start of need based programmes in food processing or cuisine management.
- Women students are supposed to accompany their spouses abroad, as part of marketing the programmes.
- Make the programmes cost effective by way of job on training or service in courses.
- Commencement of day care centre, retiring rooms in large scale is effective.
- More basic science programmes to be introduced so as to provide more options for interested students in the absence of which many are forced to opt subjects outside their interest.
- Research profile of staff may be enhanced through supportive mechanisms.
- Encourage Massive Open Online Courses (MOOC).
- An effective day care centre facility to support young mothers who wish to continue their studies.
- Training in mechanical or technical jobs like hardware maintenance, two wheeler repair, mobile repairs, bending website or blog, etc. to equip students for entrepreneurial ventures for women.

### **Institutional Challenge**

- Early marriages in the community hampering serious academic pursuits among students.
- Growing focus on quantity of enrolment rather than quality.
- Challenges in effective management of many promising initiatives caused by delays from the regulatory end (eg. SSP, WWS – delayed intimations, delayed admission procedures)
- Curricular and other obligations hampering research aspirations of faculty.
- Heavy demands by the CBCSS not allowing desired space and time for proposed programmes socially and personally beneficial for the students.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Affiliated to the University of Calicut, the college works with the vision of moulding and empowering women

through modern good quality education to cope with the challenge of the times by inculcating human values and developing leadership qualities. The college offers eight UG programmes and two PG programmes under the regular stream and one UG and four PG programmes in the self financing category under the choice based credit system. The college also conducts four certificate courses towards skill development. The college is blessed with a dynamic group of faculty working promoting innovative teaching and learning experiences, a good number of whom are members of Board of Studies participating in curriculum designing, revision and restructuring workshops who constantly look for ways to expand their horizons with orientation, refresher and other training programmes in the subjects concerned, conducted by different universities in addition to enrichment with workshops, seminars etc. Value added skill development seminars, workshops, conferences, field trips, internships, industrial visits, community outreach programmes, social upliftment activities are initiated and organized by the institution to make the curriculum effective. Considering the University academic calendar, the institution prepares its own academic calendar, thus planning the activities. The Heads of departments ensure strict allotment of hours for which a department time table is prepared giving due weightage to the interest of the faculty members, a copy of which is forwarded to the office. A collective monitoring system involving the Principal, IQAC and the Heads of the department ensures the timely completion of the syllabus and the conduct of internal evaluation process prior to university examinations.

Under the Choice Based Credit Semester System, UG programmes offer open courses and electives for the PG programme ensuring academic flexibility. Courses that include socially relevant issues like gender, environment and sustainability, human values and professional ethics are being offered. An Entrepreneurship Development Club organizes programmes encouraging women in taking up new challenges in business and is a local chapter of NPTEL.

### **Teaching-learning and Evaluation**

The admission is based on the marks scored by the students in the qualifying exam and the allotment process of the University of Calicut along with the Government norms for reservation. Majority of the students are from rural to even tribal backgrounds. An orientation programme is offered to the newly admitted students giving a general awareness and the different activities in the college. The teaching, learning and evaluation process of the institution follows the academic calendar prepared within the framework of the university calendar imparting optimal experiential learning.

Breaking the monotony of traditional methods, the institution promotes ICT enabled friendly teaching through the learning systems of audio-visual modes, video conferencing system, INFLIBNET, power point presentations and support with various websites. Platforms to interact students with experts from respective fields, media experts from radio and press, resource sharing between institutions, teaching or learning by Alumnus for specific areas of interest in particular subjects, peer group learning etc. have been found to be a very effective approach towards teaching and learning. Effective interactions organized with scholarship winners, IAS cleared young individuals and with students from flagship institutions like NIT, IIT etc. have proved to be a source of intrinsic motivation.

In addition to internal examinations, formative evaluation process is also followed in a transparent time bound manner. Grievances and discrepancies recorded if any are redressed before the preparation of the internal mark list before they find their entry in the university website. Remedial classes and scholar support programmes are offered to the weaker students and enrichment programmes are offered to the advanced learners through presentations and publications in journals and research papers in conferences, and visiting institutions under Walk With A Scholar Programme. The performance of the students is conveyed to parents through PTA

meetings in addition to the prevailing efficient mentoring system. The IQAC also evaluate the performance of each Department through performance report. Student's feedback is collected regularly and remedial measures are taken. The college has maintained a commendable result in University Examinations of all years due to the systematic approach which is the hall mark of the institution.

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

After the reaccreditation, the research culture of the institution has improved tremendously. The institution has organised 4 international seminars and 2 national seminars. At present three faculty members are undergoing part time PhD and 7 pursuing full time PhD. Five of the faculty members are recognised as research guides with seven research scholars under them and one scholar has been awarded PhD. All departments are equipped with sufficient number of computers, internet connection and other learning resources like LCD projector, LAN, etc. the library and the staff co-operative store has reprographic facilities which caters to the research interests of the students. Library also has access to INFIBNET, OPAC, N-LIST and other e-learning resources. The college has an MOU with European Union being a partner institution of MIELES (Modernizing and Enhancing Indian e-Learning Educational Strategies). College has been recognised as a local chapter of NPTEL Swayam online learning initiative of IIT's and MHRD.

The UG and PG students are encouraged to take research oriented topics for their projects and dissertation opening up more possibilities for future work. They are also encouraged to present papers and posters in seminars and conferences and their publications in journals.

National level dissertation award sessions and dissertation management workshops are organised in the institution to promote research among students.

The department of Home Science has undertaken a number of community development programmes. Department of Chemistry offers training on soil analysis and water quality testing and production of household products from rubber latex. The students contribute their support the needy community. Sanitizing and distribution of the relief material to the flood affected area was carried out.

The activities of NSS and NCC units enable the students to develop social commitment and service mentality thus developing human values adhering to the mission of the institution. The Snehabhavanam project of the college is a joint venture of the staff and students in which a house was constructed to a financially backward and most needy student of our college. This has been selected under the "Abhayam" project (building home for homeless) of the University of Calicut.

### **Infrastructure and Learning Resources**

Relentless in its efforts to bring in state-of-the-art facilities to enhance teaching, learning and other non-academic exposures, the college is currently established in 17 acres of land with a built-in-area of 9880m<sup>2</sup>.

The College has an auditorium, A/C conference hall, A/C seminar hall, and Hall with surveillance cameras for the smooth conduct of examinations.

The college has adequate number of ICT enabled class rooms with LCD Projector and LAN helping integration of technology into teaching.

The library has a collection of 19835 volumes and an annual subscription of around 86 periodicals. Facilitated by standard library software 'Book Magic', it also offers OPAC services. Library has a central computer lab with twenty systems ensuring internet access to students. Five more computers were installed with the assistance of P.T.A for student research works. A special section of books are earmarked for WWS, SSP, NET coaching, Civil Service Examination etc.

The college is partner institution of MIELES Project, a collaborative initiative of European Union for promoting E-Learning in India. College has also been recognized as a local chapter of NPTEL Swayam online learning. The language lab managed by the department of English is set up with the aim of providing English language training to the students. Well equipped laboratories are maintained by the college for all science subjects.

The institution has an indoor stadium (multipurpose) with multiple badminton courts, Taekwondo centre, Fitness centre, Netball court and an open fitness centre to promote and encourage students in co-curricular activities, sports and games.

The institution also has a Non-resident Students' Centre, Staff Recreation Centre, hostel, staff quarters, a multi-utility space and co-operative store. Parking space has been provided for cars and two wheelers of staff and students. College canteen functions effectively at moderate cost per product in a clean environment.

All equipments sensitive to electric fluctuation are connected to UPS. College has two generators to supply power when needed. Two rain water harvesting tanks and wells supply water. There are 3 water purifier cum coolers and 3 water purifiers in the campus to meet the requirement of drinking water.

### **Student Support and Progression**

The Student support services provided by the institution empower them with proper knowledge, skills and values.

The academic support offered includes the effective use of tutorial system, bridge courses, remedial coaching, certificate programmes, workshops and seminars peer group learning, WWS and SSP experiential and participative learning are given much importance.

Co-curricular activities are supported by the arts club, physical education department, departmental associations, various clubs, and college union. The institution offers all support for participating in extracurricular activities, the students regularly bag praises in the university youth festivals

Various merit-cum-means scholarships provided by the state government, E-Grant and the scholarship for the Lakshadweep students. The college distributes P.T.A merit scholarships and Co-operative Society merit-cum-means scholarship to the meritorious students on college annual day every year. Departments assist students financially in emergency situations. The students from SC/ST, OBC and other weaker section receive all the fee concessions and other allowances as per the government order.

The career guidance cell in the college helps the students to identify job opportunities. The grievance redressal cell and anti-ragging cell functions transparently as and when the need arises. The Alumni association meetings are held in the college annually at departmental/ College level. They have financed a two wheeler parking zone also contributed to the construction of benches at the resting places. The other contributions include books to

the departmental libraries, microphones, speakers etc.

A small proportion of the students pursue PG Programmes in the college and in other institutions. A good pass percentage of students is credited to the college. Every department keeps a student progression report.

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

The various activities organized in the college are in tune with the vision and mission of the institution. The management, Principal, IQAC and the stakeholders join hands in planning, implementing and maintaining the quality of the institution. Academic policies are decided in the council and the plans are implemented through the Heads of the departments.

The curricular and extra-curricular activities are monitored by the faculty and also by representative students. Student feedback is collected, analyzed and actions are taken accordingly. The staff members are encouraged to enhance the professional competency by attending orientation, refresher courses, seminars, and workshops. Motivation is offered to engage in research works and in publishing activities in reputed journals

The teachers are designated to head the various clubs and forums and are given freedom to plan and implement various activities. The teachers are assisted by students leaders or representatives by students leaders or representatives. The leadership quality of the students are promoted by taking various roles in functioning the clubs and associations and in organizing various departmental fests and fairs.

The IQAC takes initiatives in planning and implementing various policies of the college. The academic initiatives are taken up by the recommendation of the IQAC along with faculty enrichment programmes.

For the aided programmes the major financial resource is the UGC and the Govt of Kerala. The College management also supplements the financial deficits besides this funding is obtained through P.T.A membership fee, Self-Financing course fee, etc...

The principal of the college, maintains the daily financial transactions on behalf of the management as he is authorized execute management decisions and polices latency to the financial conducts both internal & external audit regularity. The statement of accounts of different programmes are prepared by the concerned staff, verified scrutinized by the head Accountant & Superintendent and financially is approved by the principal and is submitted to the chartered accountant for external audit.

The college P.T.A is working effectively for the welfare of the students and staff by taking up various projects in the college, the new cafeteria is one of the major project

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

The post accreditation period has witnessed great development showing the commitment towards excellence. To keep in tune with the merging needs, the institution introduced one undergraduate and five post graduate programmes in the last five years which includes BSc. Mathematics, MSc. Chemistry, MSc. Home Science, MSc. Botany, MSc. Computer Science, MCom.

Some of the new initiatives of the college include online admission, ICT enabled class rooms, initiation of



clubs, Share & Care, A/C seminar hall, Bridge Course, Indoor Stadium, yoga and meditation, and self defence programme like Taekwondo.

The institution gives importance to gender equity programmes. Programmes empowering women like civil service training, IELPS awareness classes, interaction with prominent female activists and self defence programme like Taekwondo, life saving skills are organized by the Women Cell. Self defence course training was imparted by Kerala Police, Malappuram under the auspicious of the college NCC unit in addition to the seminars on cyber crimes, immoral traffics, road safety, and drug abuse.

Solar panels and LED bulbs are in use reducing electricity consumption. The institution has opened out mechanisms for the disposal of solid and liquid wastes like biogas plant, incinerator and use of fume cupboards.

The two rain water harvesting tanks in the campus meets the requirements of water which are the main source during summer. The institution has been granted the Vanamithra award for maintaining campus green.

The institution offers differently-abled friendly facilities like the provision of rails, ramp, and Braille. A smart medico stick was evolved for the visually disabled as part of the project curriculum innovation. Audio and digital books to support blind scholars have been released in association with Kerala State Federation of Blind.

The best practices of the institution is a social responsible activity for the upliftment of poor students, the Student Aid Fund. An amount is collected from each student at the time of admission and a monthly collection from the staff constitutes SAF..

The second best practice is the implementation of centralized internal exam conducted twice a year. This minimizes the challenge of the individual teacher's efforts in conducting exams and maximizes student attendance.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Korambayil Ahamed Haji Memorial Unity Women's College, Manjeri
Address	Korambayil Ahamed Haji Memorial Unity Womens College, P.O. Narukara, Malappuram District
City	Manjeri
State	Kerala
Pin	676122
Website	<a href="http://www.unitywomenscollege.in">www.unitywomenscollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	C. Saidalavi	0483-2977142	9446666684	0483-2977143	info@unitywomenscollege.in
IQAC / CIQA coordinator	Annie Ninan	0483-2762029	9495090102	0483-2766491	iqac@unitywomenscollege.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

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

<b>Establishment Details</b>				
Date of establishment of the college	18-12-1991			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Kerala	University Of Calicut	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	29-07-1998	<a href="#">View Document</a>		
12B of UGC	29-07-1998	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Korambayil Ahamed Haji Memorial Unity Womens College, P.O. Narukara, Malappuram District	Rural	17	9880

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	Plus Two	English	43	43
UG	BSc,Computer Science	36	Plus Two	English	36	33
UG	BSc,Home Science	36	Plus Two	English	37	37
UG	BSc,Chemistry	36	Plus Two	English	42	38
UG	BA,History	36	Pus Two	English	57	57
UG	BCom,Commerce	36	Plus Two	English	61	61
UG	BCom,Commerce	36	Plus Two	English	36	29
UG	BSc,Botany	36	Plus Two	English	37	37
UG	BSc,Mathematics	36	Plus Two	English	40	36
PG	MA,English	24	Degree	English	20	19
PG	MSc,Computer Science	24	Degree	English	12	3
PG	MSc,Home Science	24	Degree	English	12	11
PG	MSc,Chemistry	24	Degree	English	12	10
PG	MCom,Commerce	24	Degree	English	12	12
PG	MSc,Botany	24	Degree	English	12	12

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				14				27			
Recruited	0	0	0	0	7	7	0	14	12	11	0	23
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				32			
Recruited	0	0	0	0	0	0	0	0	6	26	0	32
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				19
Recruited	9	10	0	19
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	1	3	0	4
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	0	0	0	0
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	5	0	1	1	0	13
M.Phil.	0	0	0	0	1	0	4	1	0	6
PG	0	0	0	7	7	0	14	13	0	41

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	16	0	19

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2

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

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



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	42	0	1	0	43
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	140	0	0	0	140
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	1031	1	6	0	1038
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	34	127	133	130
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	14	6	5	5
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	463	333	193	353
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	20	21	44	20
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>531</b>	<b>487</b>	<b>375</b>	<b>508</b>

### 3. Extended Profile

#### 3.1 Program

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

Response: 374

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	15	13	13	12

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1167	1070	1012	976	870

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
215	182	175	175	141

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
445	385	344	340	310

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
69	68	67	67	67

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
69	68	67	67	67

  

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

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 42**

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

2017-18	2016-17	2015-16	2014-15	2013-14
84.2	85	72.4	83.7	65

#### Number of computers

**Response: 112**

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

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

###### Response:

The institution follows the curriculum and academic calendar prescribed by the affiliating University. On the basis of the Academic calendar provided by the University, the institution prepares academic calendars for every year. The time table committee prepares a general time table before the commencement of every academic year by considering the weekly hour allotment per semester for each curriculum as specified by the affiliating university.

The heads of different departments ensure that the allotment of hours is strictly followed according to the university stipulations and discrepancies if any are brought to the notice of the timetable committee. For allotting classes, hours and modules in the curriculum to different faculty members giving due weightage to their interest. Copies of the same are forwarded to the office through the convener of the timetable and accommodation committee. As per the department timetable and curriculum sharing, each department conducts classes. Practical difficulty experienced during implementation is rectified through intra departmental and inter department adjustments.

Taking into account the percentage of syllabi to be covered within the time stipulated by the IQAC, each faculty member prepares a semester plan and forwards a copy through head of the department to the IQAC. The IQAC monitors the progress of implementation through the Teachers' Diary issued to every teacher. Alternate measures are also taken when regular classes are lost due to unexpected circumstances such as bus strikes, hartals etc. and valuation camps. Department council reviews the implementation periodically and lacunae found are filled by adopting new approaches and engaging extra classes.

Modern teaching – learning technologies are employed for effective implementation of the curriculum. Multimedia teaching aids like, OHP, Audio Amplifier, LCD Projector etc. are brought into use in regular class rooms to make learning easier. The following measures are taken for effective curriculum delivery and transaction:

- 50% of the classes are engaged using Power Point presentations and visuals aids.
- More than 80% of students, especially the first semester UG students find difficulty in understanding transactions made in English. Considering this fact, classes for first semester UG students are supplemented by translating to mother tongue. Use of visuals also minimized the grasping of the difficulties.
- Seminars and workshops on relevant themes are organized to gain better understanding.
- Modern and emerging areas in the curriculum are explored by arranging expert lectures.
- Visits to Industries, Universities and field are also conducted to provide better understanding of the curriculum.

Apart from this, a well- equipped library with OPAC and INFLIBNET facility, Computer lab and other

laboratory facilities are provided for observation of specimens and conduct of experiments for effective curriculum transactions. With the support of the Government of Kerala, the institution conducts programmes like 'Walk With a Scholar' for advanced learners and 'Scholar Support Programme' for slow learners. An Additional Skill Acquisition Programme (ASAP), organized with the aid of Government of Kerala also equips the students to act as facilitators for the students at schools. Besides these, remedial classes are arranged to address weaknesses of individual students in specific subjects.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response: 6**

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response: 107.99**

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	13	14	14

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b>	
<b>Response:</b> 38.24	
1.2.1.1 How many new courses are introduced within the last five years	
Response: 143	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b>	
<b>Response:</b> 100	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 15	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b>	
<b>Response:</b> 3.31	
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
87	53	2	35	3

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

### 1.3 Curriculum Enrichment

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

##### Response:

The College offers various courses that include socially relevant issues like Gender, Environment and Sustainability, Human Values and Professional Ethics. The third semester undergraduates have a common Paper with a textbook titled 'Signatures' which deals with gender, environment and human values. Family values and Women's rights are included in the paper, 'Concepts in Family Relation' in the syllabus of Family and Community Science Programme. 'Business Management Ethics' has been incorporated to the paper, 'Management Ethics' for the First semester B.Com students. Humanities programmes like B.A. English, M.A. English and B.A. History include papers on issues of Gender. The paper titled 'Environmental Chemistry' and 'Advanced and Applied Chemistry' for the undergraduate Chemistry Programme advocate how chemicals can be used in an environment friendly way and how the usage of harmful chemicals can be reduced. Both PG and UG Botany courses have papers dealing with environment and sustainability. An Entrepreneurship Development Club (ED Club) has been formed in the college to encourage women in taking up new challenges in business. A Nature Club also functions to help in creating awareness among students on the concept of ecological balance.

The list of core courses which address Gender, Environment and Sustainability, Human Values and Professional Ethics are:

**Women's Writing** – M.A. English (EN3E19)

**Women's Writing** – B.A. English V Semester (ENG6B03)

**Introduction to Cultural Studies**- M.A English (EN4E25)

**Concepts in Family Relation**- Family and Community Science VI Semester (FCS6B11)

**Management Concepts**- B.Com I Semester (BC1B01)



**Gender Studies-** B.A. History VI Semester (HIS6B14)

**Environmental Science, Phyto geography and Evolution -** B.Sc. Botany VI Sememester (BOT6B10T Core Course X)

**Plant Ecology, Conservation Biology, Phytogeography and Forest Botany-** B.Sc. Botany II Semester (BO02CT07)

**Plant Ecology, Conservation Biology, Phytogeography and Forest Botany-** M.sc Botany (CT07)

**Inorganic Chemistry-** B.Sc. Chemistry V Semester Environmental Pollution Module V Solid Waste Management Module VI (CHE5BO6)

**Advanced and Applied Chemistry-** New Vistas in Chemistry Module II (CHE6B12)

**Environmental Chemistry –** Open Course (CHE5D01)

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 4

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

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 1.97

1.3.3.1 Number of students undertaking field projects or internships

Response: 23	
File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

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

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

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 0.17

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	1	2	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 95.28

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

2017-18	2016-17	2015-16	2014-15	2013-14
389	380	350	340	340

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

2017-18	2016-17	2015-16	2014-15	2013-14
421	421	352	350	350

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

**2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years****Response:** 69.76

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

2017-18	2016-17	2015-16	2014-15	2013-14
131	129	122	115	115

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The admission is based on the marks/ grades scored by the students in the qualifying examination. After the admission, the college conducts an orientation programme in the beginning of every academic year for the newly admitted undergraduate and post-graduate students. This programme gives general awareness on various courses offered by the college. In these programs, different activities like National Service Scheme, NCC, Sports, Club activities etc. in the college are introduced to the newly joined students. When the classes begin, students of each class will be divided into heterogeneous groups (peer groups) in which both advanced learners and slow learners will be present (practiced in Department of Chemistry). This grouping is found useful for effective discussion between the students of different grasping capacity. This method improves the understanding level of slow learners. There is WWS (Walk With a Scholar) programme for advanced learners. It is a Kerala State Government funded programme. In this programme a total of 30 brilliant and meritorious students from first year are selected and they are divided into 5 groups each group having 6 students. For each group there will be a mentor who can guide the students for their further growth. During this programme the students get opportunities to interact with resource persons who can support the students to improve their efficiencies at various levels. The students get special training and they get opportunities to visit institutions like IITs, IIMs etc. as a part of this programme. There is another programme SSP (Scholar Support Programme) to support weaker students. It is also a Government funded programme. In SSP weaker students get remedial classes in subjects where they find difficulties. Books which are useful to understand the basics will be provided to the students. There are tutorial hours meant for open discussions, problem solving sessions and for remedial classes. It is also a platform where the students can discuss even their personal difficulties with the tutor. One tutorial hour per week is used for Association Activities for each main department. During association hour, all students of

the department assemble together and conduct various programmes. A career guidance cell is active in the college to guide the students in matters related to academics and career.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.2.2 Student - Full time teacher ratio

**Response:** 16.91

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

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.77

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 9

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

Since experiential learning involves learning experience followed by reflection to develop new skills, attitudes and ways of thinking, the college provides ample opportunities in this line, through curricular venture. Majority of students being from rural to even tribal backgrounds, employing different methods in teaching is inevitable in the classrooms. Every academic year begins with a sound academic calendar. By accepting the fact that the changed education scenario demands unique teaching practices to facilitate student centric learning, the departments are planning and executing vivid and useful methodologies and practices. Creating good ambience with appropriate infrastructure like laboratories for chemistry, zoology,

botany, computer science and physics bolsters the easiness of learning. To meet the growing digitally oriented education, college offers smart board and smart class rooms. Enviable number of book holdings and periodicals and journals in the general library and department library amply meets student's reference requirements.

Some of the unique programs showcased by different departments include celebration of auspicious days like Science and Mathematics days with lectures, industrial visit, entrepreneurial skills development programmes, Plastic recycling workshop, learning through charity (Pothichoru) programme, Community Outreach programme like water testing for agricultural community, hands on experience through cottage weeks, Seminar clubs, Role play, ASAP skill development, watching movies / videos, virtual class, academic writing, poetry writing, invited lecture series, mushroom culture, debate, sky watch, mock interviews, carrier planning etc. Be a part of the different clubs like Science club, ED club, Arts club, Literary club, Tourism club etc. Students get abundant opportunities to remain industrious and dynamic in the campus. Mentoring scheme is effectively implemented to empower every student emotionally, mentally and spiritually.

Organizing seminars by different departments in collaboration with students help the students to hone their organizing skills. Inter college management meet organized by department of commerce not only enhance the interpersonal skills but also organizing power. Active class room seminar presentations enable the student to be more participative and interactive in learning environment. Department of computer science organized an inter-collegiate soft skill training, as much as hundred students benefited by the programme. Mushroom culture, a novel venture has been started to orient the student to be more agricultural-oriented. Effective use of tutorial system enables the students to remain rather free in expressing their difficulties, dreams and ideas. Remedial classes for the slow learners help a great deal in advancing the potentials of backward students and instill confidence to be on a par with the fast learners.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

**Response:** 69

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

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

**Response:** 16.91

#### 2.3.3.1 Number of mentors

Response: 69

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

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Innovate or perish is the buzzword for success. Innovative practice is inevitable for amazing, exciting and fulfills the aspirations of learning community. Recognizing these factor departments of all descriptions rolled out one or more novel creative ideas of teaching.

To begin with department of English as launched a new evaluation scheme called open book examination, intra class room training like road playing, co-partnering ASAP skill development, seminar clubs for PG research students, communicative languages etc.

Experiential and participative learning are given much importance to immerse the students in to the learning process. Student centered method like debates, class room discussions, quick writes are engaged to make the classroom engaging spaces.

Peer group learning is encouraged where students are divided into groups based on heterogeneous abilities where mutual questioning, assistance and reinforcement are encouraged with minimal intervention but maximum support from the teachers.

Technology integration helps multiple resources; students are supported with various websites and videos, which they can access as per their needs and caliber.

Resource sharing between staff and students and among students is highly encouraged through WhatsApp groups which ensure availability of learning material to all students.

Team teaching is tried in many classes, viz



- Hindi and English lectures together for teaching regional literature in translation.
- IT and English information lesson.

Dramatization in language (Hindi and Malayalam) classes and BA/MA class where students approach the learning material in their own terms with necessary interventions from the teachers.

Experts from respective fields interacting with students at various levels-lectures, sharing experiences and interactions.

Media experts from radio and press assisting WRITING FOR THE MEDIA in English. Such interactions are organized by various departments as per the programme/course objective.

Audio video resources are effectively employed by many teachers to break the monotony of traditional methods and to instill the notion of various technologies for collaborative and independent learning.

Educational visits and industrial visits which are planned in keeping with the course/programme objective have been found to be a very effective approach towards teaching and learning connecting the learning with the real life experiences.

Recourse sharing between institutions to expose students to different learning approaches from experienced hands has been seen to enjoyable for students. Example, dr.pk Babu former HOD of English, actively indulged in academic writing. Similarly Alumnus has been involved into teaching/ learning where students with specific areas of interest in particular subjects have become instrumental in the teaching/learning process. Example, Ms.shahina, Ms.roshna, Ms.fasmida (teachers in English department).

Intrinsic motivation is considered as the key to the teaching and learning. Effective interactions are organized by various bodies of the institution like clubs, NSS, Women's cell etc.to inspire the students towards the learning process. IAS cleared young ladies, scholarship winners, girls who have joined flagship institutions like NIT, IIT etc.

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

## 2.4 Teacher Profile and Quality

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

**Response:** 100

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

#### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 24.55

##### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	18	17	14

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 8.18

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

Response: 564.2

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

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 85.8

##### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	12	10	4

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 16.27

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	11	11

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

Being affiliated to the University of Calicut, internal evaluation is built into the teaching-learning process, spread over the entire academic year, as per university regulations. In keeping with the university academic calendar, the institutional academic calendar is prepared with tentative dates. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester, with the common pattern of two internals per semester. This may vary as per the Board of Studies of each subject/language.

A team headed by an internal Controller of Examination is in charge of the examinations conducted every year.

The pattern for the centralised internal exams is as stipulated by the university. However, departments have been granted the permission to customise it depending on student/subject needs, identifying learning gaps, remediation or higher order thinking, analysis or creative learning requirements.

In addition to formal internal exams, classroom assessments, assignments, objective based exams, seminars, online assessments, etc. have also been incorporated into the CIE that takes into consideration multiple intelligence, allowing space other ways of learning too. These also include mock interviews, viva, assessment in the laboratory, extended writing tasks, MCQs etc.

- Open book exams have been tried by a few departments to ensure text book familiarity and reading, mostly including analytical and opinion based questions.
- Online assessments are being tried by the Computer Science department.
- Reflective learning and evaluation by History department- reports of study tour/ field trips
- Hindi department and English Department uses performance as a method to assess learning where team work is promoted along with collaborative learning.
- Experiential learning and assessment is well marked in the department of Family and Community Science through diet plans and preparations, cottage week during which students work as a team creating a well-planned home with responsibilities divided which is assessed by the teachers.

Summative assessments are done through semester wise University exams.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

Guidelines for continuous comprehensive evaluation as stipulated by the University of Calicut is being followed by the college.

20% of the total marks in each course are for internal examinations. The internal assessment shall be based on a predetermined transparent system involving written test/ assignments/ seminars/viva and attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses. Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude. Components with percentage of marks of Internal Evaluation of Theory Courses are Attendance 25%, Assignment/Seminar/Viva 25% and Test paper 50% for practical courses – Attendance 25%, Record 50% and lab involvement 25% as far as internal is concerned.

The internal examination schedule is announced as well as displayed on notice boards and websites to ensure effective communication. Centralised internal examination is systematically conducted with formal seating arrangement, uniformly patterned printed question papers, deadlines for submitting QPs and for

handing over the valued scripts to the students. Parent Teacher meetings happen every semester whereby parents are updated of their wards' progress.

As per University guidelines, to ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and HOD.

Though retests are not stipulated as per University regulations, the College Council has agreed upon procedural practices for students who miss an opportunity. A student who misses a test can approach her tutor, who will forward the request to the examination in charge, Controller of Exams. Approval from the authority helps students take a retest for which a new question paper is set by the concerned department.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

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

Rules and regulations related to internal and external examinations are laid down in the college calendar and also the college website. University links to the same are provided on the site.

Examination dates are tentatively declared in the college website under academic calendar section so as to help students and teachers stay planned and prepared. In the event of any contingency holding a student from appearing for the internals, formal applications may be forwarded to the HoD through respective tutors as per the decisions of the college council.

Discrepancies in the recorded internal marks are rectified after a week's display on the department notice boards, following which students' signature is procured before they find their entry on the university website.

Differently abled students are given the provision to use scribes and to resort to speaking assessments or discussions. Project/dissertation works can also be completed assisted by scribes.

The grievance cell provides a platform for students to register their complaints or suggestions which can be deposited in the Complaint box. Confidentiality is ensured as the complaint box is opened only by the Principal who takes necessary actions to redress the issues at the appropriate level.

Student feedback is taken by all departments from the students in class based on which any grievance raised will be addressed for the upcoming batches.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

The institution has an academic calendar consulting all departments which helps develop a blue print for an academic year tentatively. The academic calendar is the base with which the instructional time and hours are maintained ensuring a balance between the curricular and extracurricular, making space for the academic, social and other objectives envisaged in the mission of the institution.

The college academic calendar uses the university calendar as the base though flexibility is envisaged in the framing of dates and activities specifically relevant to the institution. Important entries in the academic calendar includes course/semester commencement dates, tentative dates for internal and university examinations, allotment for major college events viz. arts/union inaugurations, sports days, college day, allotments for various internal units like NCC, NSS, Women's Cell, Career Guidance cell, etc.

Thus the calendar ensures the number of stipulated working days per semester, internal exams, and study tours, along with extra-curricular programmes/extension events planned for the academic year. Individual departments have their internal plans which match the college academic calendar considering the customised and distinctive needs of each department. Seminars, viva, practical oriented assessments, department study tours, industrial visits and field trips are all as per the department calendars.

The college diary and the website give access to the same for the students. Changes are updated on the website regularly.

Every year, the College Council, through a detailed academic audit, modifies, amends and improvises on the academic calendar to accommodate the changing needs and objectives of the university, higher education department and the institution itself.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

#### **Response:**

Since the institution is affiliated to the University of Calicut, Programme outcomes, Programme specific outcomes and course outcomes for all Programmes offered are as stipulated by the University (<http://14.139.185.6/website/Syll/>). Hence the primary and key access to the same is through the university website which is informed to every student through the which is also available in college website.

Hard copies of the syllabi are available to the staff and students in every department and is discussed with the students in the beginning of every semester. Students keep a copy of the same for frequent reference.

Every department has a DQAC (Department Quality Assurance Cell) coordinator to ensure the outcomes made achievable and to promote the quality parameters among teachers in the department.

**Add-on Courses:** Certificate programmes offered internally within the college, course outcome is issued along with the course introductory materials by the concerned departments. These are displayed on the website to ensure that students make informed choices of extra programmes that would enhance either passion or employability in the chosen areas (<https://unitywomenscollege.in/certificate-courses/>).

#### **Programme & Course Outcomes:**

BA English: <https://unitywomenscollege.in/wp-content/uploads/2019/02/ENG-UG-PROGRAMME-OUTCOME.pdf>

MA English: <https://unitywomenscollege.in/wp-content/uploads/2019/02/ENG-PG-PROGRAMME-OUTCOME.pdf>

BA History: <https://unitywomenscollege.in/wp-content/uploads/2019/02/History-Outcomes.pdf>

B.Com Cooperation: <https://unitywomenscollege.in/wp-content/uploads/2019/02/Commerce-Outcome-Coop.pdf>

B.Com Computer Application: <https://unitywomenscollege.in/wp-content/uploads/2019/02/Commerce-Outcome-CA.pdf>

M.Com: <https://unitywomenscollege.in/wp-content/uploads/2019/02/Commerce-Outcome-MCom.pdf>

B.Sc. Computer science: <https://unitywomenscollege.in/wp-content/uploads/2019/01/BSc-CS-Outcome-1.pdf>

M.Sc. Computer science: <https://unitywomenscollege.in/wp-content/uploads/2019/01/MSc-CS-Outcome-1.pdf>

B.Sc. Home Science: <https://unitywomenscollege.in/wp-content/uploads/2019/02/BSc-FCS-Syllabus.pdf>

M.Sc. Home Science: <https://unitywomenscollege.in/wp-content/uploads/2019/01/FCS-MSC->

Outcomes.pdf

B.Sc. Chemistry: <https://unitywomenscollege.in/wp-content/uploads/2019/02/CHEMISTRY-Outcomes-BSc.pdf>

M.Sc. Chemistry: <https://unitywomenscollege.in/wp-content/uploads/2019/02/CHEMISTRY-Outcomes-MSc.pdf>

B.Sc. Botany: <https://unitywomenscollege.in/wp-content/uploads/2019/02/BOTANY-Outcomes-BSc.pdf>

M.Sc. Botany: <https://unitywomenscollege.in/wp-content/uploads/2019/02/Msc-Botany-Outcomes.pdf>

B.Sc. Mathematics: <https://unitywomenscollege.in/wp-content/uploads/2019/01/Mathematics-Outcomes.pdf>

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

It is the learning outcome that determines the strategies of teaching, learning and assessment in this institution and structuring of these strategies of the institution are integrative, sequential and coherent. The key criterion for using a particular form of assessment is its effectiveness in properly assessing the intended learning outcomes of the course and hence **assessment procedures and policies are communicated clearly to students.**

- Internal assessment materials are prepared in keeping with the programme outcome.
- Seminars and assignments are evidences to reflect the attainment of course outcome.
- Particular care is taken to ensure that **common and consistent standards are applied** across all elements of the examination to ensure that standards are set and maintained at an appropriate level and that the learning outcomes are properly considered.
- Internal assessment records are maintained in the department. Class tutors evaluate the results for further actions.
- Mentors provide personalized solutions to students, analyzing their answer scripts or presentations.
- Peer group learning is a part of college culture to ensure student development.
- Students are recommended for SSP (Scholar Support Programmes) programmes.
- Oral assessment of candidates can help to confirm assessments made by individual examiners.
- Objective feedback given to students by a team of teachers after presentations are meant to give specific targets for students to work upon based on programme outcome. The evaluation helps us



communicate the effectiveness of the course to the respective Board of studies.

- Changes in recommended texts are suggested based on student performance, interest and resource availability to achieve the objectives.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 81.85

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

Response: 266

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

Response: 325

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

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.43

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 31.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	27.74	4

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 7.25

3.1.2.1 Number of teachers recognised as research guides

Response: 5

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

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

**Response:** 0.26

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

Response: 5

## 3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 95

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

KAHM Unity Women's College has led the march of the backward community and women to the limelight by providing quality education and exposure to make the empowerment possible. All the departments are keen on identifying and implementing activities focussing on the development of the multifaceted skills of the female academic community. Department of English of the college provides an interdisciplinary platform for by organizing National and International Conferences every year. Department of History, Department of Computer Science and Department of English maintain blogs titled **Histoblog, Compunityblog and Palimpzest**. Department of English has instituted an award for the best postgraduate dissertation to promote true research. The postgraduate students of Department of Computer science devised an application titled “The Bystander App” to monitor the body movement of disabled people, another application to help the farmers to increase productivity and a smart “medico stick” for the visually disabled. The department of computer science in association with **Kerala State Federation of Blind** has released audio and digital books to supports the blinds scholars of Kerala. The College collaborated with Barcelona University initiated international cooperation for academic enrichment. The project proposal for this MIELES Project was approved and an amount of Rs. 50 lakhs is sanctioned by the funding agency, European Union. As a part of the 25th Anniversary Celebrations, the staff and students of the college constructed a house to one of the poor and needy students of the college. The project is named as Snehabhavanam (A Home of Compassion). An amount of Rs. 8 lakh is spent for this purpose. This was a remarkable activity to inculcate philanthropic spirits among the students. The college availed Erudite Scholar support scheme and brought world renowned scholars to provide a platform for the scholars in an outside the college to interact with them. The students of chemistry department collaborated with Kudumbasree members to create awareness among the people. Department of Home Science has started short term courses to equip the students and the community with skills for employability. Mushroom cultivation is another unique activity from Department of Botany. Preparation of manuscript magazines, listening to lectures on entrepreneurial ventures, watching documentaries and movies are a few club activities that catalysed the holistic development of the students of the college. The relentless effort of teachers with the support of the parents yielded an optimal outcome in providing an innovative and student friendly environment at the college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 24

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	6	4	1

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

### 3.3 Research Publications and Awards

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

**Response:** Yes

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

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

**Response:** Yes

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0.2

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 1

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 5

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

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	13	7	13

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

**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.24

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	3	3	0	3

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

### 3.4 Extension Activities

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

##### Response:

##### Benefits of Extension Activities

Extension activities are highly beneficial for the student community to involve in the activities that not only contribute to their character building but for the development of philanthropic spirits in them. By contributing their efforts to support the needy community in the neighbourhood and by taking leadership initiatives to coordinate the efforts, the students would be benefited with the advantage of the development of soft skills. Students and faculties of Korambayil Ahamed Haji Memorial Unity Women's College Manjeri distributed the relief material to more than sixty families who are flood affected in Ramankuthuand Eranjimangad areas of Nilambur. Students also sanitized the areas. The cleaning was carried out to prevent the outbreak of communicable diseases, including dengue and leptospirosis. When the students got involved in activities of supporting community, ultimately the spirit of solidarity will be developed in them. Again the volunteers of NCC and NSS actively participated in the blood donation initiatives. These initiatives are meant to develop the elements of empathy in the character and behavior of the students. The several ventures to safeguard the environment were capable of communicating eco-spiritual-ethical notions across the student community. The fitness and relationship awareness activities, in addition to the gender sensitization lead the learners to new type of awareness about the world and life.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response: 3**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	2	0

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

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

**Response: 126**

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

2017-18	2016-17	2015-16	2014-15	2013-14
32	29	29	30	6

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

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

**Response: 2.99**

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

2017-18	2016-17	2015-16	2014-15	2013-14
37	31	27	29	28

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

### 3.5 Collaboration

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

**Response:** 42

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	12	8	6	8

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 4



3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college has adequate number of classrooms for the smooth conduct of the teaching and learning process. Each department has requisite number of class rooms of which some are spacious enough to carry out general classes and association activities. Every Department has at least two ICT enabled class room with LCD projector and LAN to integrate technology in classroom activities. The college is a partner of the MIELES Project which is a collaborative programme of European Union to facilitate E-learning facilities in India, and the infrastructural developments to implement it in full capacity is going on. The college has already signed an MoU with the European Union in this regard and the project coordinator and the manager of the college attended meetings and workshops in the member countries as part of implementing the project. College is a local chapter of NPTEL-SWAYAM Project recently. College has a central computer lab with twenty systems in the Library block to ensure computer literacy and internet access to the students, and five new systems were installed with the support of PTA to assist the project work of the needy students. The Central Library of the College is rich with large number of career guidance books, research journals and publications to support the academic and career aims of the students and the facility is made available on Saturdays and during the vacation. All departments have computers with internet connection to assist the faculty in the teaching learning domain. The college has reprographic facilities both at the College Library and the Staff Co-operative store. The Department of Chemistry and Botany have separate labs for UG and PG; Chemistry department has a separate lab for physical chemistry too. Physics and Zoology departments have well equipped science laboratories; Home Science Department has a Textile Lab, Nutrition Lab and Bio-Chemistry Lab; Computer Science Department has well equipped IT Labs for UG and PG courses.

The college has provided convenient spaces for student counseling, Prayer, Meditation and Recreation. The College has an auditorium, A/C Conference Hall, Seminar Halls to conduct academic conferences, seminars, workshops and symposia. These halls are also used to conduct programmes like Walk with Scholar, Scholar support programme, career guidance sessions, placement sessions, exhibitions, educational fests, entrepreneurial events, Bridge course etc. Another fully furnished seminar hall is also available which is well equipped with surveillance cameras for the smooth conduct of examinations. The premises close to the library is used to hold discussions on reading by Readers Forum, an initiative of the college Library to promote reading habit among teachers and students. The College also has a Multi-utility Space for recreational activities of the students. Main departments have their own individual department library with subject – specific books.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

The institution has taken keen interest in promoting and encouraging the involvement of the students in co-curricular activities- sports, games and cultural activities - since its inception. In order to recognize the significance of the overall development of the students, the college organizes arts fests, sports and athletic meets, intercollegiate cultural fests in every academic year. Separate registers are used for the booking and entry of indoor stadium, seminar halls, multi utility space etc. The institution has given charge to a faculty member to allocate auditorium, seminar halls and multi-utility rooms for conducting various programmes. The teacher in charge will allocate the space according to the participants' strength of the events. The institution also encourages teachers and students to organize cultural events in the open spaces available in the campus. The following are the facilities in the campus:

<i>Sl. No.</i>	<i>Facility</i>	<i>Year of Establishment</i>	<i>Size/Area</i>
1	Football Court	1998	5525 mtr. 65m x 85
2	Auditorium	2001	420 mtr. 28m x 15
3	Non Resident Students' Centre	2003	54 mtr. sq 9m x 6m
4	Staff Recreation Centre	2003	64 mtr. sq 8m x 8m
5	Fitness Centre (Presently inside Indoor stadium Complex)	2005	24 mtr. sq 6m x 4m
6	Auditorium cum Exam Hall	2009	200 mtr. sq 21m x 9.5
7	Air conditioned Seminar Hall	2011	101 mtr. sq 15m x 6.7
8	Multi Utility Space	2011	273 mtr. sq 21m x 13
9	Smart Classroom	2013	

10	Netball Court	2015	7.25m x 6 450 mtr. 30m x 15m
11	Indoor Stadium (multi-purpose) with Multiple Badminton Courts and Taekwondo Centre	2015	540 mtr. 30m x 18m
12	Seminar Hall (AB07)	2017	77 mtr. sq 11m x 7m
13	Open Fitness Centre	2019	90 mtr. sq 15m x 6m

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 42.86

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

Response: 18

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

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

**Response:** 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
84.2	85	72.4	83.7	65

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The college Library, Shihab Thangal Library and Information Centre, is working on a separate multi facility building with area of 22.55 mtr. sq. (20300 square feet). The library has a collection of 19835 volumes and subscribes 86 periodicals every year. The Library advisory committee (Library Council) takes decision on each and every activity of the library. The library is fully automated with standard library software named Book Magic. Books are arranged on the shelves according to Dewey Decimal Classification (DDC). The Library offers Online Public Access Catalogue (OPAC) – a computerized catalogue service which is provided to locate the documents available in the Library quickly. The OPAC is a module of Book Magic software, which was installed in the academic year 2002-2003 and updated in 2006. This software is provided with multiple search options like searching book or its copy with respect to Accession Number, Title wise, Author wise, Subject wise, etc. The software helps the user to get the complete details of the book such as cover page, list of contents, Author, Edition, Publisher, year of publishing, etc. The details regarding the location of a book, whether the book is issued or not etc. are also available. The facility to reserve a book in advance is also provided. Students can renew a book using their password through OPAC.

The Library has a wide repository of books, journals, CDs, newspapers, e-resources, previous year question papers, etc. Specialized services provided by the library include information deployment and notification, photo copying facility, e-library solution search, Reservation of books, INFLIBNET, N-LIST Programme, Book bank scheme. A special section of books are earmarked for Walk With a Scholar Programme, Scholar Support Programme, NET Coaching, Civil Service Examination, and Career Guidance. Readers Forum, an initiative of the college Library, is an active forum and organizes events to promote reading habit among teachers and students. The Library is also successfully running a Wall Magazine and students and staff actively contributing regularly to this initiative. The library has Wi-Fi connectivity for the smooth access of e-learning resources.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

Name of the Book/Manuscript/Special Report/other knowledge Resources	Name of Publisher	Year of Publishing	Name of Author/Editor
The Lost Notebook And other unpublished Papers- Mathematical Works of Srinivasa Ramanujan	NAROSA	1993	S. Raghavan
India's Struggle for Independence: Visuals and Documents	NCERT	1985	GL Adhya (Project-in-charge) Arjun Dev, Indira Arjun I SK Chaddha
Van Rhee de's Hortus Malabaricus English Edition with annotations and modern botanical Nomenclature 1-12 volumes	University of Kerala	2003	Hendrik Adriaan Rheede(1636-1691)
Census of India 2001 series 33 Kerala Financial population totals ( State District Taluk and Town)	Indian Administrative service Director of census operations Kerala	2003	Sheela Thomas
Universities Hand Book: Member Universities Vol -1-2	Association of Universities	Indian 2006	-
Reports of the national Commission for religious and Linguistic Minorities, Volume 1-2	Ministry of Minority affairs	2007	-
The Life and works of Vincent Vangogh, A compilation of works from the Bridgeman art Library	Parragon- London	1994	Janice Anderson
The Life and Works of Davinci, a compilation of works from Linda Doeser	Paragon Books	1994	Linda Doeser
Documentary history of higher	The Kerala state higher	1998	-

education Kerala	education council			
Economic review 1999	State Planning board Thiruvananthapuram	2000	-	
Hand Book of Statistics on State Government Finances	Reserve Bank of India	2009	-	
State Finances: A Study of Budgets of 2008-2009	Reserve Bank of India	2009	-	
Hand Book of Monetary Statistics of India	Reserve Bank of India	2009	-	
Report on Currency and Finance, Development and financial markets and role of the Central Bank	Reserve bank of India	2009	-	
Publisher				
Manual of University Laws in Kerala Vol-1 &2	Swamy Law House	2006	VP Majeed	
Manuscript-Soul Prints	National Service Scheme, College Unit	2008-09	-	
Manuscript- Paravakal Koodanayunna Sandhya	National Service Scheme, College Unit	2009-10	-	

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

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

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 2.73

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.46	1.04	3.00	2.30	5.85

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** Yes

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

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 24.6

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

Response: 304



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

### 4.3 IT Infrastructure

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

##### Response:

Every main Department has at least two classrooms furnished with LCD projector to enable teachers and students to switch over to internet supported teaching-learning methods. The computer Science UG Lab has about thirty four computers and PG Lab has twenty five computers with internet facilities. The Departments of Botany has two Laptops, a desktop, a projector and a printer as part of their MRP project. Every department is provided with a desktop, a laptop and a portable projector. College cooperative store has a computer with internet facility, a Xerox machine and a color printer for accessing study materials in the form of printouts and photostats. In addition, the institution has three common portable projectors which are accessible to the departments at any time. The college has ensured internet facility with high speed in every department for academic support, to empower the teaching process through e-learning resources. Every teacher in the college has INFLIBNET membership and teachers use the resources available for their academic, professional and research activities.

College library has twenty computers in Resource Center with internet facility which are accessible to student on their requirement, three computers for OPAC purpose. Parent Teacher Association of the college has installed five systems for the purpose of typing student project works. The library also has a printer, a scanner and a photostat machine. The college is a partner institution of MIELES (Modernizing and Enhancing Indian e-Learning Educational Strategies) Project which is a collaborative initiative of European Union for promoting e-learning in India. The manager and project coordinator of the programme visited European countries and signed MoU with European Union in this regard. With this partnership, the institution has achieved uniqueness as it is the only Arts and Science College from Kerala under this scheme. College has been recognized as a local chapter of NPTEL Swayam online learning initiative of IIT's and MHRD. The students are able to access the e-contents of IITs and can join for online certificate courses with this membership.

The college offers Wi- Fi facility in all the public areas such as Auditorium, NRSC, Seminar Halls, Office, Library, Canteen, and the other open spaces. This password protected service aims to support the college community (teachers, students and the office staff) in their respective domains so that they could readily access the online resources and services.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

<b>Response: 10.42</b>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

<b>4.3.3 Available bandwidth of internet connection in the Institution (Lease line)</b>	
<b>&gt;=50 MBPS</b>	
<b>35-50 MBPS</b>	
<b>20-35 MBPS</b>	
<b>5-20 MBPS</b>	
<b>Response: 35-50 MBPS</b>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

<b>4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)</b>	
<b>Response: No</b>	
<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

<b>4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</b>	
<b>Response: 40.18</b>	
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)	

2017-18	2016-17	2015-16	2014-15	2013-14
41.65	29.58	23.61	18.93	39.91

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

##### Response:

The Governing Body of the institution takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with the IQAC. The Manager, Principal and Office Superintendent monitor the quality of maintenance of infrastructure and equipments. The custodians of the equipments frequently examine them for timely maintenance and repair to ensure performance and accuracy. The institution has an inter departmental annual stock verification mechanism by deputing teachers of each department to verify the infrastructural equipments. The faculty and other stake holders can register the issues related with the infrastructural maintenance to the office superintendent and a log book is kept in this regard.

##### Laboratory

Laboratory equipments are periodically inspected by the staff and lab assistants of the respective departments and problems if recognized are rectified immediately. A thorough checking of all the instruments would be done before University examinations. Users register is maintained in most of the labs to book and use the instruments and the instruments are to be used in the presence of the teacher concerned only. Maintenance funds procured from State/Central Governments and the UGC are utilized for the upkeep of specified items. The maintenance expenses that are not specified above are met by the Management and PTA. A purchase committee is constituted for the purchase of chemicals, equipments and glass wares.

Electronically sensitive equipments are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generator having a capacity of 125KVA functions as the substitute source. A generator with a capacity of 15 KVA is installed at indoor stadium. The power requirements of the college hostel, including outdoor lighting during night, are met through 1KV solar power panel.

##### Class Room

The Vice Principal oversees the maintenance of the class room furniture, equipments and ICT tools. The cleanliness of the class rooms is ensured by the respective staffs of the institution. The class rooms are rented for Govt. Exams and competitive exams as per requests.

### **Computers**

The college has a system Administrator to oversee the maintenance of the computer systems. The use of the Central Computer Lab is scheduled as per time table. To meet the repairs beyond the scope of the System Administrator, external agencies are called for. The Browsing center with 20 computers in the Student Service Centre is accessible to students any time. The institution has installed a system specifically for the attendance purpose near the enquiry counter and the students can monitor their attendance.

### **Sports Amenities**

All sports amenities are under the in charge of the teacher of Physical Education. A room is kept aside for keeping sports amenities. The maintenance of the courts is done on time. Common facilities like Ground, Seminar Hall, Auditorium and Multipurpose Indoor stadium etc. are provided to the Sports Organizations and the neighboring institutions on prior requests.

### **Language Lab**

The language lab managed by the Department of English is set up with the aim of providing English language training to the students. The faculty of the Department of English are the trainers too. The Lab consists of 25 computers and 25 microphones. 25 students can be trained at a time.

### **Library**

Maintenance and utilization of library resources are done through strictly following the library rules. Periodicals will be lent for one day with the arrival of the next issue. The maximum period of loan for books is 14 days. No person shall tear out, write upon or make any mark in any book or article belonging to the library. A book, if damaged or lost by a member, she/he has to pay a fine at the rate of four times the cost of the books. Apart from the central library, most of the departments maintain department libraries with proper stock and issue register.

### **Herbarium**

A well maintained herbarium is an asset to the department of Botany. It has a fine collection of preserved plant specimens classified as per Benthum and Hooker pattern of classification. The associated data which is used for scientific study is also displayed for reference. The specimens are used as reference material in describing the plant taxa and types. The faculty members and students are keen on maintaining the herbarium sheets without damage.

### **Zoology Lab**

The department owns a well maintained laboratory with the facilities for conducting practical's related to bio chemistry, physiology and genetics accommodating forty students. The lab has a good collection of variety of preserved and fresh specimens. Apart from the conventional microscopes the lab owns stereo zoom dissection microscope. The lab facility helps the students to identify the anatomical terms on

dissected organs, animals and models and also the microscopic details.

### **Nutrition Lab**

Department of Home Science maintains a spacious and well equipped lab in which students learn basics of food preparations, meal planning and preparation, diet planning, preparation, presentation & calculation of nutritive value of normal and therapeutic diets.

### **Textile Lab**

In a fully equipped textile lab the students learn basic of garment construction, dress designing, and identification of fibres and weaves. Pattern making tables, sewing machines, and equipments for sensory, microscopic and biochemical analysis are available in the laboratory.

### **Chemistry and Bio Chemistry Laboratories**

In the Chemistry lab the students do physical chemistry experiments and qualitative and quantitative chemical analysis to identify chemical compositions. In Biochemistry labs the focus is laid on identifying nutrients by means of biochemical experiments. Updated modern equipments are provided in the lab for experiential learning.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 98.51

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

2017-18	2016-17	2015-16	2014-15	2013-14
1167	1070	1012	948	830

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 6.81

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

2017-18	2016-17	2015-16	2014-15	2013-14
66	73	97	60	51

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

#### 5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

**Response:** 54.03

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

2017-18	2016-17	2015-16	2014-15	2013-14
422	640	606	835	250

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

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 5.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
66	78	74	27	28

**File Description****Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 4.65

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	16	43	8



File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 26.52

5.2.2.1 Number of outgoing students progressing to higher education

Response: 118

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 30.92

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

2017-18	2016-17	2015-16	2014-15	2013-14
24	15	13	3	2

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

2017-18	2016-17	2015-16	2014-15	2013-14
68	39	33	14	10

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

### 5.3 Student Participation and Activities

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

**Response:** 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

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

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

**Response:**

Following the directions of the Government of Kerala, Calicut University and Kerala High Court, a parliamentary system of election is conducted leading to the formation of student council namely the "College Union". The Union comprises of a chair person, vice chair person, general secretary, two union councilors, magazine editor, general captain, fine arts secretary, UG and PG representatives and association secretaries. The College Union consists of the elected representatives of the student's community. All activities and Associations within the campus, function under the formal auspices of the College Union. The college union provides a platform for the development of leadership qualities,

organizational skills and creative talents of the students. Many literary and cultural programmes, debates, discussions and sports events are organized by the union. The union actively contributes a lot in preparing the students for competitions related to art festivals and sports events. Under the guidance of a teacher (staff advisor), the union organizes various activities such as college union victory celebration, fine arts festival, sports competition, Kerala Piravi Day, Onam and Eid celebration, Christmas and New Year celebration, College Day and various other programmes. All the clubs and association have student representatives and secretary. Executive committees of NSS, NCC and Women's cell have student executives to coordinate the activities. New initiatives like Walk with a Scholar and Scholar Support Programme have student representatives. The college Sports is an annual and an important event and the Students Representative has the responsibility to co-ordinate the different sports activities. General Captain also has the duty to recruit volunteers from the student's community for this purpose. Thus, contributes to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities of the college. Various association secretaries will organize different departmental activities and competitions. Formation of club has been done by selecting students as club secretary to conduct activities smoothly. Every year the union and fine arts will be inaugurated by eminent personalities like MPs, MLAs and scholars. College union 2018 had organized a free medical camp for local community which was beneficial for more than 300 people. Service of Skin specialist, eye specialist and gynecologist were made available for the people. Union of this year planted a tree as a social commitment activity and they have shared quality moments with mentally challenged ladies in a nearby old age home, distributed snacks and entertained them with songs and dance. First time in the history of the college, a Gazal night was arranged for the parents and students of the college. Above 600 people enjoyed the Gazal night. Besides these students representation is ensured in committees like IQAC, Canteen Committee, Grievance Redressal Cell and College Cooperative Society. The students take up decisive roles in committees of registration, programme, reception, refreshment and discipline that enable them to be instrumental in projecting the systematic nature of the academic endeavors.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 16.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	18	21	15	12

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

College has a registered Alumni Association. It has been functioning from the year 1998. Being a part of a minority women's college belonging to a rural area, the Association has been an active contributor to the growth of the institution. Alumni Association meetings are held in the college annually in departmental/college level. The Association has financed a two wheeler parking slot for students. It has also contributed to the construction of recreational and resting places in the campus with concrete benches, open fitness equipment's, etc. Other contributions include books to the departmental libraries, microphones and speakers to the departments, scholarships to the students, etc. As part of the Alumni Lecture Series undertaken by the Department of English, alumni who are research scholars, teachers, media persons, or other professionals give lectures to the students of the department without remuneration. Alumni of various other departments too contribute in a similar fashion. Various career guidance and counseling sessions for the students are also undertaken by the Alumni Association. The financial support contributed by the Alumni is utilized by the college for adding facilities in labs, classrooms, library and other areas as per need. The alumni support the college in reducing financial burden during Arts Fest by grooming students for the zonal fests and also by judging various events without remuneration in the college level competition. The college as part of celebrating the silver jubilee had decided to strengthen the alumni. Apart from the annual alumni meets, the Alumni plan to conduct fund raiser events with the support of the illustrious alumni of the college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

**1 Lakh - 3 Lakhs**

**Response:** 4 Lakhs - 5 Lakhs

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

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

**Response:** 11

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	1	3

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

**Vision: Building an egalitarian society through women empowerment.**

As the first women's aided educational institution in the district established for the social and educational upliftment of the women, the institution has made remarkable achievement in bringing women of the region into the national workforce. The institution aims at providing leadership qualities to help students reach different spheres of the society: higher level jobs, research fields, academic and administrative sectors, and successful entrepreneurship.

**Mission**

- **Providing the best in education**

The institution believes in the power of quality, holistic education as the key to social, personal and economic upliftment. Students excel in academic achievements, and in programmes conducted at the college, university, state and international levels. Besides the regular academic programmes, other ventures like the Erudite Programme and invited lectures by international authors, WWS, SSP, Seminars/Workshops, etc. are conducted for students.

- **Inculcating human values**

The college aims to create a class of student community with social commitment and national awareness, capable of undertaking modern challenges, keeping in line with the mission, vision and objectives of the institution. Palliative Care, Share and Care, blood donation camps, construction and repairing of houses in the locality, supply of medicines to poor patients, flood relief activities, supply of food and clothes to old age homes, rally on Aids Day, Students Initiative in Palliative care(SIP), SIGN, and various associations are conducted to inculcate human values and social commitment.

- **Developing leadership qualities**

The college election is conducted every year as per directions of University of Calicut where the students elect the college union democratically. Major college events are conducted under the leadership of the College Union.

Tutorial hours are being utilized for capacity building initiatives including seminars, debates, discussions, etc. Association gatherings are conducted on a weekly basis where the Association Secretary and class tutor monitor the events.

NCC, NSS, Women Cell, various clubs, *etc* are constituted with teachers and selected student leaders.

- **Fostering unflinching patriotism**

To ensure the patriotism among the student community, NCC and two NSS units take leading roles. Special Patriotic Awareness Programmes are being conducted on nationally and historically important days. The NCC cadets and NSS volunteers conduct rallies and exhibitions in and outside the campus on themes of national integration and patriotism. Students participate in many programmes at the University, State and National level and bring awards and recognitions to the institution.

The academic and administrative excellence of the Institution is a collective effort of the Management, and faculty members. The institution is enriched with qualified faculty to provide quality education in keeping with the mission and vision of the institution. The quality parameters for enhancing the academic ambience are led by IQAC, initiating various quality improvement strategies in consultation with faculty, students, parents, and management members. Through a bunch of endeavors including mentoring, life guidance and counseling, pre-marital classes, motivational training apart from regular academic schedule, holistic development is ensured. Other programmes include WWS, SSP, club activities, share and care programmes, martial arts training, entrepreneurial development *etc*

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

**Response:**

The institution is run by Muslim Education and Cultural Association (MECA) a society registered under Societies Registration Act XXI of 1860 under the Chairmanship of Sayed Munavvarali Shihab Thangal, Panakkad an educational and political visionary of Kerala and other dignitaries as members. The Managing Committee has entrusted the day today administration to the Manager who along with the Principal, and Superintendent carry out the administration and responsibilities on behalf of the Managing Committee . The IQAC and Staff Council play dominant role in drafting and implementing quality enhancement strategies of the Institution.

Following decentralization and participative management in planning and executing both academic and administrative policies, initiatives for various activities are taken by the Principal and Management. In addition to the College Union, the College has a practice of selecting one student in each class as representative and Principal convenes meeting of these representatives regularly to understand the demands of students and also discuss major initiatives to be implemented. Student Dean plays a key role in handling student issues of any kind independently, bringing the relevant ones to the notice of the Principal.

One of the key areas where the institution follow decentralization and participative management is in the conduct of arts and sports activities of the college every academic year. On notification of College Union Election by the University, the Principal and the staff together select a Staff Advisor for the year who helps conduct the college union activities smoothly throughout the year The Staff advisor takes the necessary steps for conducting the students union election and assign polling and counting duties to the

teaching and non-teaching staff.

Following elections, the Principal convenes a combined meeting of the staff and students union to discuss the conduct of arts, sports and cultural activities of the academic year and to elect two or three staff members as Fine Arts Directors to whom the power of conducting fine arts activities will be entrusted. The meeting also constitutes a Committee under the Physical Education teacher for the conduct of sports and games. The entire team of students of the college is divided into four houses, each house with a Captain and a Vice-Captain. The College Union and Arts Day Activities are inaugurated by eminent social activists and celebrities invited by the college union working under the Supervision and guidance of Staff Advisor and Fine Arts Directors. The entire duties and powers connected with the Students Union Inauguration and arts day celebrations are assigned and distributed among teaching and non-teaching staff and student's union members by the Principal . The staff and students to whom various duties are assigned are allowed a certain degree of freedom to innovate and implement ideas holding up the prestige and honor of the institution.

The annual sports and games activities are also conducted assigning the staff and students specific duties under the Head of the Physical Education Department. Score boards, recording, announcements, certificates distribution are all taken care of by various staff and student teams.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

#### Response:

One of the recommendations for quality enhancement during the second cycle of accreditation by NAAC in the year 2014 was to take initiatives in Women Entrepreneurship Development activities. As part of this, the institution has organized various programs under Entrepreneurship Development Club (ED Club) such as workshops, seminars, conferences, interactive sessions with entrepreneurs, industrial visits to reputed organizations and startup organizations.

“Workshop of Fabric Painting & Jewellery Making” is one of the activity of ED Club in 2018-19 academic year on 27-09-2018. As an initial step, a meeting of the ED Club members is summoned for implementing the club activities. All members including teacher co-coordinator and student co-ordinator are participated in the meeting. The teacher co-ordinator presented the agenda and explained the necessity of the meeting to the members. She welcomed the gathering. All members actively participated in the discussions of the club activities. They discussed about various programmes like seminars workshops, and interaction with entrepreneurs. Many suggestions have been put forwards. Most of the members demanded to conduct a workshop.



Finally we unanimously decided to conduct a workshop on Fabric painting and Jewellery making. A committee was formed for smooth and easy running of the programme. The teacher co-ordinator is the convener of the committee. Under this committee three sub-committees are formed. The first one is formed under Ms. Husna k to find out a suitable resource person. The second one is formed headed by Ms. Binsy Akber to arrange the venue and something like that. The third one is under Ms. Muhsina Mundasery to give necessary instructions to volunteers.

The workshop had been conducted on 27th September 2018 in the college auditorium. In this workshop 47 students actively participated. Mrs. Subha Vijayakumar, the owner and founder of Varadha Garments and Handicraft, Kottakal, Malappuram conducted the training class on Fabric painting and Jewellery making. It is an interesting and successive class. The students were very happy. When we took the feedback from the students who participated in the programme told they got an idea to find out self-employment.

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

The general management of the College is vested in the **Governing Body**. The Principal is assisted by the IQAC, Heads of Departments, Staff Council and other functional committees.

**Principal**, the chief executive officer is the Chairman of the Staff Council, IQAC, Anti-ragging Cell, Disciplinary Committee, and Ethics Committee. The Principal has the discretion to act independently in the normal sphere of his duties. He consults the Management, Staff Council and other committees on various matters.

The Department works under the direction of **Head of Department**. He/she is preparing the time table and divides the subject among teachers. The review of teacher's dairy and internal examination and submission of reports also come under the responsibility of the Head of the Department.

**Class Tutors** are responsible for each class to ensure personal care, attention, guidance, counselling, evaluation and assessment of each student in the class. She/he is also accountable for class discipline, attendance of students, consolidating internal marks and preparing the reports to be sent to the University.

According to the statutes of the University of Calicut, the institution formed the **staff council** as a statutory body. It consists the Principal, Heads of Departments and two elected representatives from the teaching staff. The Staff Council assists the Principal in the day to day affairs of the college and co-ordinates the

various academic and co-curricular activities in association with the Student Council in the college.

The institution has a stated quality policy which is meticulously stated in its vision and mission. The administration is highly decentralized. The Principal implement his power in a democratic way delegating it to the Heads of departments, the Superintendent and the Directors of the different committees.

The **IQAC** functions effectively to help the Principal to enhance and sustain a culture of quality and excellence in the institution.

The **PTA** is an open forum. It provides a common forum for the parents, teachers and the management to discuss importance matters in related to the college and provide the necessary funds for the construction of cafeteria building and other facilities.

The **Women Cell** gives facilities to the students to come together and discuss various problems related to them. Moreover the Cell conducting various activities like Open forum, pre-marital counseling, women awareness camps, community awareness sessions, film screening etc. Women cell gives financial assistance to the students on the bases of merit.

The college has a **Grievance Redressal Cell**. The students approach the cell to voice their grievances regarding academic matters, financial matters, health services, library and other central services. As per the guide lines issued by the Supreme Court of India and UGC , **Anti -Ragging Committee** is constituted in this *college* to prevent ragging. A **career guidance center** is functioning in the college for helping the students to know and select their career and courses. In keeping with the need of the times, a **Counseling Centre** functions at the college where students get to discuss their personal or academic concern with trained, qualified counselor.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

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

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above****Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions****Response:****Cafeteria Block Construction**

The College PTA (Parent Teacher Association) is working effectively for the welfare and benefits for the students and staff of the college. The new Cafeteria was one of the major and very essential project of the college and the work of the new Cafeteria initiated by the support of College PTA. The PTA executive meeting held on **09/08/2016** decided to undertake the construction of a Cafeteria Block as a part of PTA initiation work in the campus. This meeting entrusted Principal of the college to monitor the work. Soon after the meeting, Principal called for a review with representatives of the College Management committee consisting of Manager, O. Abdul Ali, Prof. P.N. Abdul Rahiman and PTA Vice-president, M.P. Abdul Hameed. This meeting permitted the principal to proceed with the construction with the supervision of a registered architect. So, principal invited tenders for this and received quotations from various agencies.

Again the meeting held on **04/10/2016** studied the plan and estimate of the submitted tenders and gave consent to the least quoted company, **VM Builders, Manjeri.**

In the meeting held on **07/03/2017**, the progress of the construction of the canteen work was discussed. The earth work and foundation work are already over.

The meeting held on **08/06/2017** it is decided to speed up the project as the students are urgently needed the space for dine and rest.

In the meeting held on **13/09/2017** the committee evaluated the progress and inspected the stages of the construction and added their views and suggestions. The meeting entrusted the subcommittee consists of Dr. Usman A., PTA Secretary and Mr. Abdul Hameed, PTA Vice-president to do necessary services for the speedy completion the work.

In the meeting held on **17/11/2017** the committee announced the completion of the canteen work. The

meeting held on **18/01/2018** decided **16/02/2018** as the date of inauguration of the new canteen block and also decided to invite an eminent person for the inauguration.

The inauguration of the canteen building was held on **16/02/2018** by Jb. P.K. Kunjalikutty M.P. in a function held at college. The total expense of the project was rupees twenty lakhs (20) and the work was completed successfully within the time **and budget**.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

##### Infrastructural facilities

- **Staff Club:** The staff club is keen to ensure a harmonial and cordial working environment within the college. The club takes all kinds of initiative to organize cultural programmes, and engage experts to give talks on diverse subjects to celebrate festive occasions.
- **Fitness Centre and Indoor Stadium:** The Physical education department supervises an Indoor Stadium and a fitness center for the staff to ensure their health and well-being.
- **First aid appliances:** First aid appliances are maintained for emergency and also keeps tie up with Korambayil Hospital, Manjeri for urgent medical care.
- **Co-operative Store:** Co-operative Society runs a Co-operative Store in the campus which provides necessary goods at marginal rate.
- **Credit Society:** There is a Credit Society in the College, directed and managed by staff which provides various services like deposit and loan to its stakeholders.
- **Urinals and Wash areas:** Sufficient numbers of urinals and wash areas for the staff are functioning well in the campus and are properly maintained with two incinerators installed.
- **Canteen:** College Cafeteria provides the staff and students with hygienic, homely and nutritious food in a clean environment.
- **Drinking water facilities:** There are water purifiers and water coolers installed, monitored and maintained by PTA.
- **Security:** Compound wall, CCTV cameras, and (24x7) security staff.
- **Residential Facility:** Family Residential Quarters are provided for teaching and non-teaching staff if demanded. Hostel Facility also can be availed.
- **Parking:** Separate parking facility is arranged for staff members.
- **Internet:** Uninterrupted internet connectivity is available in the campus throughout the college working hours.
- **Biometric Punching system:** Punching system is implemented for the effective recording of staff attendance.

- **Library and Network Resource Centre:** The college library provides membership for all staff members to access books and journals. INFLIBNET services are also implemented.

### Statutory benefits

The statutory benefits provided are those prescribed for the State employees by the Government of Kerala.

- 15 days of casual leave are available to the teaching staff and 20 days for non-teaching staff
- 20 half pay leave or ten days leave can be commuted every year.
- Duty leaves are given to all the staff members to attend various Training Programmes/Orientation/Refresher/Workshop/Seminar/Exam subjected to the existing Government rules
- Maternity & Paternity Leave: Employees can avail maternity or paternity leaves with permission.
- Medical reimbursement Scheme
- Sexual Harassment Policy: A Women's grievance redressal cell for addressing complaints regarding sexual harassment.
- Welfare schemes: The entire staff is covered under the Group Insurance (GIS), State Life Insurance and Group Accident Insurance (GPAI) schemes of the state government.
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff
- PF loans are sanctioned as per Government rules

### Others

- Whatsapp groups (staff club, IQAC, DQAC etc.) for fast and specific communication among group members.
- Uniform for security guards

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 13.57

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	8	7	7

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

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

**Response:** 2.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	1	1	4

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

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

**Response:** 29.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
21	26	22	20	10

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

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

#### **Response:**

The Institution has three-tire mechanism for evaluating the performance of the teachers.

#### **Teacher's Evaluation by Students**

The students are provided with an opportunity to evaluate the performance of the teachers who teach them annually. As per the procedures stipulated by the IQAC, the HoDs evaluate the performance of the teachers in one's Department by distributing the evaluation questionnaire to the students who in turn mark their rating on their choice. The parameters evaluated in the rating scale are inclusive of the communication skill, knowledge base of the teacher, sincerity and commitment of the teacher, teacher's ability to integrate course material with environment and other issues to provide a broader perspective and the accessibility of the teacher in and out of the classes. The Heads of the Departments hand them over to the Principal and the Manager. The performance of the Heads of the Departments is assessed by the Principal solely The Manager analyses the evaluation report and meets the teachers in person to give proper feedback and to suggest corrective measures.

#### **Teacher's Self Appraisal Form**

It is a mandatory process for every teacher to have the self appraisal form furnished every year. In this stage the teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching learning process. It also makes known the involvement of the teacher in the administrative involvement in the extracurricular and co-curricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed at this juncture. The self-furnished appraisal form is then handed over to the Head of the Department who transfers it to the IQAC. This introspective mechanism equips the teacher to choke out plans to strengthen the areas to which one is not accustomed to.

#### **Teachers Diary**

The Teachers Diary is also an assessment mechanism, evaluated periodically by the HoDs, IQAC Co-ordinator and the Principal.

**Academic Audit**

Academic audit is done through semester plan, academic calendar periodic evaluation and final semester and end programme evaluation. Every possible measure is taken to adhere to the academic plan and semester plan prepared at the beginning of the year and semester. A close monitoring is also done at different levels like Head of the institution, IQAC, Head of the departments, etc. Special Department and Staff Council meets are arranged for result analysis and necessary modifications are introduced accordingly.

**Self-Appraisal by non-teaching staff**

The performance of the non-teaching staff of the college is assessed on the basis of the self-appraisal form that they prepare annually under the guidance of the Superintendent who administers it meticulously. The duly filled in self-appraisal form is then passed over to the Principal and Manager who evaluate the performance and meet the staff in person to suggest measures for.

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

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution conducts internal and external financial audits regularly****Response:**

Institution conducts internal and external audit regularly. The statement of accounts of various programmes/projects are prepared by the concerned staff, verified and scrutinized by the Head Accountant and Superintendent and finally approved by the Principal before submitting it to the Chartered Accountant for external audit.

**Audit of the Grants & fees sanctioned by the Government /UGC**

After the completion of the specified period or scheme, all the files relating to the period are submitted to the external auditor, ie., a qualified Chartered Accountant for verification and audit certificate. Omissions or errors, if any, reported by the Chartered Accountant are corrected as per his directions, the final report and certificate are issued by him. These certificates and statements of account are sent to the authorities concerned for the settlement of accounts. The audit wing of the government from the Deputy Director of Collegiate Education visits the college periodically and inspects all the files relating to various accounts according to the rules and regulations. They will submit the audit report to the college authorities. Any correction, if required, is effected on the basis of the audit report and clarifications called by them are submitted as audit reply. On hearing and settling the omissions or errors, they will give final report and liabilities, if any, will be settled. Moreover, the Accountant General, Kerala also conduct their verification and provide their objections, suggestions and directions. The directions are given by the Accountant General are strictly followed in the future.



### Audit of the Management Account

The Principal of the college keeps the daily financial transactions on behalf of the Management. Principal is authorized to execute management decisions and policies relating to financial and other matters in the college. Two members of the Management Committee have been appointed as Internal Auditor for the management expenditure. Mr. Raziq Ahmed F.C.A of P.A Hameed & Associates, Chartered Accountants, Calicut appointed for external audit for the Management account. They visit the college periodically and give directions. Towards the end of the financial year they prepare and submit the annual financial statement and audit report.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 3.56

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

2017-18	2016-17	2015-16	2014-15	2013-14
.75	.64	1.33	.455	.38

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

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

**Response:**

The following are the channels through which the College is securing funding:

- Fees collected from self-financing courses.
- PTA funds.
- Contribution from teachers (Students Aid Fund).
- UGC/DST funds.
- Financial assistance from Management.
- Funding from various Government Departments like Tourism, Women's Commission, Higher Education Department, etc.
- Central/State Government funding for NSS and NCC
- College Co-operative Store.
- KSWDC(Kerala State Women Development Corporation)
- RUSA(College included in the list of colleges selected for RUSA fund of Rs. 2 Crores)
- Funds from Higher Education Department, Government of Kerala for conducting WWS(Walk With a Scholar) and SSP( Scholar Support Programmes)
- Income from Rubber Plantation.
- Funds received from Tourism Department.
- Funds from Director of Industries and commerce for ED Club activities

The various systems to look into the effective and efficient use of financial resources are:

- The Governing Body
- Building Committee
- Planning and Purchase Committee
- Library Committee
- The UGC Cell: This cell and its various associated bodies help in the preparation, division, allocation and utilization of funds from various agencies on priority basis.
- UGC funds are deposited in separate bank accounts and utilized as per the heads which it is sanctioned.
- Proper accounts and utilization are ensured through financial auditing at the end of each financial year.
- Students scholarships from Government and private agencies are distributed only through bank accounts.

Following are the ways through which the funds are utilized:

- PTA funds are utilized mainly for instituting scholarships and endowments for meritorious students, to improve infrastructure facilities and to provide academic facilities in the college.
- Contributions from teachers are provided to support students who are financially and socially backward.
- Financial assistance from People's representatives are utilized adhering to the Government norms.
- UGC/DST funds are utilized for the programme development and for the development of infrastructure facilities for teaching and research.
- A part of the profit of College Co-operative store is utilized to provide scholarships to meritorious students and also as Common Welfare Fund.
- Funds from Women's Commission are used for conducting various programmes to empower women.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

Teaching is not merely providing information to the learner but it is bringing a radical change in learning process which leads to the grooming of a good knowledgeable learner. So, the teaching community has to maintain an individual Teaching Diary to record the day today activities he/she is engaged in.

To analyze the daily work of a faculty member in the praxis is to analyze the Teaching Diary. It is a continuation of student-teaching portfolio that is being developed when carrying out the obligatory student teaching as part of university studies. It provides a real reflection of campus life. The diary serves as a listening friend for the given subject. An internal dialogue takes place during writing which has an important self-reflective value for the faculty member.

It is a unique venture to document the working hours a teacher may spend on academic and non-academic matters. It may contain objectives of topic discussed in the class, something that happened /worked well in the class, something that did not work well, a teacher's beliefs, generalization, undertakings and feelings, questions and problems related the experiences of the class etc. The teaching diary provides an overview of the topics covered, academic, institutional, professional undertakings. The individual Teaching Diary, verified and signed by the HoDs concerned is submitted to the principal.

#### 1. MENTORING SYSTEM

The practice of mentoring systems was started, recognizing the need for the present day college students to have a friend, counsellor and confidante on the campus. It is aimed at fostering a better rapport between the students and the teaching community at a personal level. The mentor –mentee system ensures ample attention to every student and it caters their psycho social, personal and career aspects.

In mentoring system each faculty member is assigned a small set of students as mentees. Every student has a mentor faculty member other than the class tutor to look into the matters of academic non-academic and personal problems.

The mentee has the same mentor till the completion of the programme. The mentor collects personal information from his/her ward. The mentor meets his/her ward informally outside class hours. The mentees can meet their mentors and seek advice at any time during the regular working hours or over phone. The Mentor faculty maintains a record of the mentoring sessions he/she has with mentees. Mentees are guided regarding their career options. The interaction between them help the mentors to have a comprehensive record of their activities, academic, co-curricular achievements and problems.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

- The IQAC mechanism involves all the members of the teaching and non- teaching staff who are oriented through the IQAC members to maintain high quality standards in all the processes and operations of the institutions.
- The College does the continuous review of teaching and learning process through the Internal Quality Assurance Cell.
- Review meeting with the stake holders.
- The IQAC focuses on the current educational needs, the financial and competitive environment. This enables the institution to quickly detect any change and respond to those changes.
- The head of the Departments monitor the completion of syllabus, curriculum delivery and maintenance of work dairies.
- The Head of The Institution monitors the teaching learning process through the structured feedback collected from the students by the IQAC
- Result analysis done at the departmental and college levels also serves as an indicator to evaluate teaching learning outcomes.
- These inputs are used by the institution to continuously correct and improve its performance by using new technologies and methods of pedagogy.

### CONDUCT OF INTERNAL EXAMINATION

The Examination committee must guarantee the quality of the internal examination and the marks allotted to the students. For this purpose, Administration allots certain tasks and powers to the Examination Committee. An Assessment Committee is convened to consider marks achieved in an exam and to assign unalterable marks for students who have taken those exam.

### STRUCTURE OF OPERATION

- Chairman (Principal)
- Exam Co-ordinator (Examination Controller)
- Academic Co-ordinator
- HODs (and Faculty Representative)
- To establish procedures and instructions for assessing and determining the results of examinations. (including IQAC)
- To safeguard the quality of the examination procedures.
- To determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and examination regulations, for obtaining internal

marks.

- Setting and moderation of the question papers as per the guidelines of the exam section
- To improve and control the quality of internal examinations to be conducted at institute level. To appoint examiners for conducting exams.
- To take measures against any misconduct or fraud.
- To display the statement of internal marks on student notice board and sending a mark sheet of student to respective parents.

## PROCESS

- Marking scheme and conventions for classification
- Setting of time table.
- invigilation duties and question papers and moderation
- Proof-reading of question paper and Printing Security and delivery at examination hall
- Special requirements.
- If any Scrutiny of checked answer sheet and display of statement of marks
- Submission of internal marks to the university before final examination

## DETAILS OF EXECUTION

- Internal assessment committee comprises of chairman, coordinator and faculty members
- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Distribution of the students in their respective batches.
- Preparation of tentative exam schedule.
- Display of tentative exam schedule on notice boards and in website for students and faculty
- Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- Display of exam notices followed by time table well before commencement of exam.
- Display of notice for concerned faculty members for submission of question paper in given prescribed format, well in advance before commencement of examination
- Setting of question papers by examiners in the examination section and maintaining confidentiality of it.
- Submission of question papers to Moderation committee for moderation of all the subjects where pattern, marking scheme, quality, Bloom's taxonomy level and out of syllabus questions are checked and necessary correction in question papers are suggested.
- Seating charts with due care are prepared and displayed on notice board one day before exam. Appointment of invigilators considering various factors like number of students in exam hall.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, roll list and other required material for smooth conduct.
- All the concerned teachers are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Evaluated answer sheets are supposed to be shown by teachers to the students concerned for their information and any grievance is heard with respect to evaluation before submission to exam section.
- Submission of the evaluated answer sheets to exam section and entry of marks in exam record.
- Solving grievances, if any, with respect to examination work.
- Appointment of internal and External Examiners for Practical Exams.

- Maintenance of all records related to examination.
- Submission of internal marks to the university after due scrutiny of the answer sheets and marks entered in exam record.
- Ensures the uploading of internal marks in the university web portal before the commencement of end examination

## OPEN BOOK EXAM

An "open book examination" is one in which examinees are allowed to consult their class notes, textbooks, and other approved material while answering questions. This practice is not uncommon in law examinations, but in other subjects, it is mostly unheard of.

## TEACHING AS TRANSMITTING INFORMATION

In order to appreciate the merits of open book examinations, it is first of all necessary to understand the nature of teaching programmes in general. Many people think of the central goal of school and university teaching as the "dissemination of knowledge". This approach to education treats the information content of a subject to be the most important.

## READERS FORUM

Readers' Forum, Korambayil Ahamed Haji Memorial Unity Women's College is an eminent body aiming at the academic excellence through inculcating into the students the reading habit. The Forum constitutes students and teachers of the college belonging to various disciplines. It was formed under the auspices of the College Library and IQAC. The Forum provides the learning community an ideal platform to discuss any book of their choice.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 4.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	9	2	2	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

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

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

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

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

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

**Response:**

Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (Second and subsequent cycles)

1. Response:
2. Introduction of 1 UG and 4 PG Programs
  1. BSc Mathematics
  2. M.com, MSC Computer Science, MSc Botany, MSc Fcs ( Self-financing.)
  3. MSc Chemistry (Aided)
3. Walk with Scholar for advanced learners and Scholar Support Programme for slow learners.
4. Over the last five years ,the annual intake of students increased from 900 to 1400
5. Bridge course is conducted in UG and PG
6. Remedial and Enrichment programs were initiated
7. IQAC initiated semester wise academic audit in all Departments.
8. Student centered , ICT enabled, participatory e-journal, e-books, e –content on internet and INFLIBNET
9. Teacher’s Diary for recording academic work
10. Mentoring System
11. Constitution of a Special Research Committee
12. SERB-DST of Twenty five lakh funding for Botany department
13. Minor Research Projects with a total outlay of RS.....FROM UGC
14. One faculty member from the Department of Chemistry secured PhD and four Faculty members are pursuing PhD.
15. Two faculty members secured MPhil.
16. MOuS with industrial stakeholders.
17. Students initiative in Palliative Care (SIPC)
18. Construction three- storied block including Administrative offices and Class rooms with Surveillance cameras .
19. Teaching –learning process with SMART-Board and Video-Conferencing system.
20. Construction of Indoor-stadium and wooden –track a room for co -ordination of activity set up
21. Gymnasium for students and Teachers
22. All newly constructed buildings are with ramp facility for physically challenged peoples.
23. Construction of New Cafeteria
24. New Space for vehicle parking
25. New initiatives: Mentoring, academic audit, gender audit, feedback on syllabus .
26. Orientation programme for teaching community including topics-Mental health, Academic auditing , Teacher Accreditation Technology in Class room and Life management ski/lls.
27. Water harvesting system with the storage capacity of 8,16,000
28. Herbal garden
29. Bio-diversity park
30. Public Addressing system
31. Bio-degradable waste ,composted to manure is utilized for organic farming
32. Vermin -compost unit
33. Installed water purifiers
34. Net -work Resource center
35. LED bulbs for energy conservation
36. Centralized announcement system with Radio facility
37. Three clubs for co-curricular activities namely SPORTS,ARTS AND SCIENCE
38. In memory of Late. Dr. Shoukat (department of Botany) ,Dr.Shoukath memorial Lecture series has



started.

39. Dr. Shoukath memorial Badminton tournament for staffs (Aided/government) Started.
40. Entrepreneurship Development club under the department of commerce for developing entrepreneurial skills.
41. International seminars and conferences.
42. Civil Service Forum for Civil Service Aspirants.
43. Digital display system to display the major activities, upcoming events and achievements
44. Reception Desk at the vestibule
45. Inception of Newly furnished IQAC room
46. Social-cohesion platform to provide social space for the students.
47. Deployment of security personal at the entrance
48. Vending machine
49. Movable Display Board to inform about various programs
50. ASAP , a new initiative under GOVT of Kerala to impart Skill-Oriented training introduced
51. MoUs with various recruitments for campus placements/skill orientation
52. Solar power unit was installed at the Hostel block
53. Differently abled Friendly toilet with ramp facility
54. E-Governance, communication through e –mails
55. Biometric attendance in the office for teaching and non- teaching staff
56. Mushroom culture

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

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 39

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	10	6	4

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

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

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

**Response:**

The main objective of the institution is to produce socially responsible and committed women to confront the challenges of every walk of life. To promote gender equity, the college provides various facilities and conducts programmes.

**1. Safety and Security:** KAHM Unity Women's College has taken the following measures so that safety and social security of all the inhabitants of the campus are ensured.

- The institution has own security personnel posted in different locations.
- 24x7 ambulance service available within the campus
- Electronic surveillance through CCTV cameras covering all the strategic locations of the campus
- Police regularly patrol the surroundings of the campus.
- Display of helpline throughout the campus for any emergency.
- College Staff reside inside the campus for easy approachability during emergencies.

- Timings for entry and exit into hostels.
- Checking of vehicles and people at all exit and entry points.
- Hostel - Institution provides residential facility for girls in the campus. There is a warden, assistant warden and two other ladies to assist the girls. A security official is on duty, in the college campus throughout day and night for the security of the Students. There are seven college buses for the daily commuting of the students.
- Women cell – Women cell has a strong base in the college. Since most of the students are from rural area, more than 4 programs were conducted under women cell for the upliftment of the girls. Women cell also provides a platform for the students to share their ideas and exposes them to the opportunities and possibilities to set their goals
- Surveillance cameras- Surveillance cameras are placed from the main entrance to various main points of the college, making it possible for the students to move about free and safe.
- Seminars on Cyber Crimes, immoral traffics, road safety and drug abuse were conducted for students.
- The students who used scooter and car for conveyance have to fill in special form and get permission from institution.

### 1. Counseling

Counseling is carried at 3 levels

1. In Group with tutors
2. One to One with mentors
3. Experts (referred)

- At the department level: For every 20-30 students one faculty counselor is appointed who help the students in academics, co and extra-curricular activities and who guide them to make appropriate choices from the career possibilities and opportunities based on facts and figures. Counselors also counsel the students in dealing with personal matters like mental stress, depression, general disinterestedness in studies, ward- parent and student-faculty relationships, failing in examinations, personal losses etc., under Women Cell. The students who need extensive counseling are identified and are directed to the professional counselor at the earliest. Premarital counseling is being conducted every Monday under the supervision of Ms. M.K. Vineetha.

### 1. Common Room

- NRSC room in the college campus provides common space for socialization among students.
- Rest room: Rest room or a sick room provides care and space to rest for the sick students. Common rooms for day scholars are provided in the institute with attached toilet facilities including beds
- Hostel Facilities: The College provides residential facilities as well as the faculty members along with homely mess inside the campus for the convenience of the students. A teacher is appointed as the warden for taking responsibilities in case of emergencies. There is the out pass register and a common register to record the movement of the students at the entry and exit point of the campus.

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

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 11.11

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

Response: 120

7.1.3.2 Total annual power requirement (in KWH)

Response: 1080

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 1.68

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

Response: 20.23

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1203

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management

- **E-waste management**

**Response:**

Chemistry, being an experimental science, demands testing theories through practical laboratory experiences for a thorough understanding of the subject. Nowadays, chemistry laboratories in academic institutions use large amounts of chemicals. The ever rising cost of chemicals adversely affects many of the practical exercises. The fumes, gases and wastes produced during chemical reactions pollute the environment and affect public health. The awareness and implementation of eco-friendly experiments thus becomes a global necessity. It is in this context, that the need for greener approaches becomes more relevant. It is essential to ensure that laboratory chemicals are used at a minimal level without affecting the skill and understanding aimed through laboratory sessions. The change brought about in the chemistry syllabus of Calicut University that the college follows, from 2014 admission onwards makes use of micro scale techniques and double burette titrations. This has been done without any conceptual deviation from the principles of experiments. This method not only reduces the expenditure on chemicals but also creates an environmental awareness among the students and pollution free atmosphere in the campus. This scheme saves time and energy of students while performing the experiments.

In Chemistry laboratories, micro-scale experiments reduce the quantity of chemicals. The used solvents for experiments are purified by distillation and reused thus ensuring minimum wastage of liquid waste. The glass wares in laboratory are washed with minimum water and the acidic and alkaline chemical wastes are neutralized before discharging into the waste tank. The chemistry lab has a fume hood for heating and incineration to make the lab free from fumes and vapours.

In the Chemistry lab the teacher in charge makes sure that the students are wearing the appropriate personal protective equipments like chemical splash goggles, laboratory aprons or coats, gas masks, shoes and gloves. Students are encouraged to read the MSDS of all chemicals to be used in the next practical session to avoid accidents and inhalation of poisonous chemicals. The use of heavy metals like lead, cadmium etc. are used in a minimum level and experiments are modified by including less poisonous and hazardous chemicals.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

Korambayil Ahamed Haji Memorial Unity Women's College also creates awareness on rain water harvesting techniques to augment ground water. The college emphasizes on the significance of water conservation and explains the importance of preserving and saving it. The college, with the aid of PTA

(Parent Teacher Association), successfully introduced the Rain water harvesting system on 1/03/2012 with a capacity of 8 lakhs 16 thousand liters of water. The huge volume of rainwater from the roof is collected and is utilized as the main water resource in the college during summer. The second Rain water harvesting system was introduced in the college on 10/07/2017 and the capacity is 1 lakh 15 thousand liters of water, with the total cost of Rupees 5 lakhs 92 thousand which is helpful for canteen and lab purposes.

Since the college is situated on the top of the hill, water scarcity is a common problem which hinders the life of the students and common people around the institution throughout summer. To a certain extent the institution could tackle this situation by supplying the neighborhood with the potable water. Drain pits, ridges of soil are constructed to trap and prevent rainwater from running down hills and slopes, to sink the water and recharge the groundwater table and for improving the water level in the wells. The wells in the campus and the nearby areas are recharged by this system. It also renews the bore wells not only of the institution but in the surrounding areas too. Fresh water from wells is used only for drinking purpose. Most of the other common purposes like watering the garden, toilets and laboratory necessities are met by the reservoir in the campus.

The institution received VANAMITHRA award for the year 2017 for maintaining green campus in the midst of water scarcity. The entire campus is dotted with trees, plants, a well maintained garden with variety of flowers, herbarium, Butterfly Park and lawns, herbal garden, bio-diversity Park etc. The Institution is taking an effort to educate the students and staff on the ways to save, recycle and reuse precious water -resources both inside and outside the campus. The Students and faculty members always help to maintain the greenery in the college campus. They take necessary action for planning and protecting the plants consistently. The strategies of the institution include campaigns and making slogans, for water-use effectively. Students are encouraged to use water wisely and only when it is necessary. They act immediately upon witnessing any wastage and take necessary action to stop it. The institution educates the students, teachers, and the non-teaching staff on water conservation with all aspects of the policies, strategies and activities to sustainably manage the natural resource of fresh water, to contribute in protecting the hydrosphere, and to meet the current and future human demand. The efficient use of rain water from the harvesting system has enabled us to create and maintain the green cover that is more than sixty percentage of the total area of the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

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

**Response:**

**USE OF PUBLIC TRANSPORT SYSTEM**

The geographical position of the land that the college occupies made the use of bicycles in the campus difficult. As a solution the college is using college buses for transportation. The institution has seven college buses operating from different part of the district. The students and teachers are using this transportation. Some students and teachers are using their own vehicles for transportation. The trip system is operated according to the distance covered by the student from their residence to the college campus. However, preference is given to pregnant and lactating mothers on their request. This mode of conveyance is profitable to the students who would use individual or public transportation. The other benefits of the bus facility include efficient use of fuels and reduction of environmental pollution. This also helps to avoid traffic jam.

**PEDESTRIAN-FRIENDLY ROADS IN THE CAMPUS**

The roads inside the campus are provided with wide sidewalks. Further trees line these sidewalks thereby providing shades. At every crossing clear road marks have been painted and wherever required marked speed breakers have been provided for safe pedestrian crossing. Security personnel regulates the traffic during the hours of congestion. Separate entrance for pedestrians is available to regulate the traffic. Other vehicles are not permitted in the campus. Separate parking facilities are allotted for students and teachers. The security staff at the entrance monitors the smooth functioning of the pedestrian facility in the college.

**ECO FRIENDLY CAMPUS**

- Plastics products are banned in the campus. Use and throw plates and glasses are replaced with steel utensils. Most of the notices are announced through the Public Announcement system. Office, library and departments are connected with network system. So the main communications are paperless. WhatsApp groups and emails are the main communication system in the college.
- Separate waste bins are provided in the campus, paper wastes are given to the scrap dealers, food wastes and waste waters are used to make compost for green vegetables in the campus.
- Collected the used pens from the campus and sent to Grand Binnale at Fort Cochin.
- Received VANAMITHRA award for the year 2017 for maintaining green campus in the midst of water scarcity.
- NCC and NSS help to maintain greenery.
- The college has a well maintained garden. Herbal garden, bio-diversity park and Butterfly park are skillfully maintained.
- **Partially Paperless office:** Except the documents like statutory approvals, agreements, account statements and others dealing with legal matters, electronic documentation is maintained. All communications to faculty members and students are through e-mails, SMSs and WhatsApp.
- Green landscaping with trees and plants: We received VANAMITHRA award for the year 2017 for maintaining green campus in the despite of water scarcity. The entire campus is dotted with trees, plants, gardens, herbarium, butterfly garden and lawns which are kept well maintained.
- Well ventilated class rooms with natural lighting also contribute to the warm atmosphere of the college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 1.92

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

2017-18	2016-17	2015-16	2014-15	2013-14
2.46	1.76	1.21	1.01	1.12

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**



**Response:** A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

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

**Response:** 24

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	7	7	4	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 18

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	2	2	2

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.12**

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

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

**Response:** 36

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	7	6	4

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

The college organizes national festivals and birth and death anniversaries of great Indian personalities every year for promoting the Indian culture and patriotic values among the students. The NCC and NSS units of the college play an important role in organizing such programmes. At the beginning of the academic year we plan and list out the events to be celebrated. Accordingly the entire college would celebrate Independence Day with utmost enthusiasm. On that day after flag hoisting we play the documentaries of great leaders. Various competitions, quizzing events, programmes like elocution and extempore would add laurels to this celebration.

On the day of the birth anniversary of the great leader, Mahatma Gandhi, Gandhi Jayanthi, special programs such as cleaning public places like, bus stand, government hospitals, bus depot, public toilets, etc. are done. All important days of national relevance are celebrated through various thoughtful ways such as conducting seminars, paying visits to old age homes, playing documentaries on great leaders, discussions and talks on freedom fighters, revolutions and so on. These programmes indeed instilled the spirit of responsibility to nation and patriotism among the students.

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

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

**Response:**

Transparency is the keyword of any institution that sets progress as its ultimate goal. KAHM Unity Women’s College, Manjeri has given utmost importance to maintain transparency in financial and academic matters. Financial auditing, Annual Department Auditing, Library Auditing, Lab Auditing, Student Cooperative Store Auditing are a few fruitful measures adopted by the institution in this regard. Financial auditing plays an important role in the sanctioning and utilizations of the funds in an institution. Financial auditing of our college is completed in April every year by Hameed Associates, a reputed Auditing Partner. Apart from this, each department conducts internal auditing on their income and expenditure of their department.

IQAC of the college conducts academic auditing every year with the help of academic experts. This academic auditing makes sure that all the departmental files and records are up-to-date with academic activities. The academic auditing also ensures to keep the academic standards high.

Every year, annual stock verification reports are generated after departmental stock verification. Teachers from the other departments involved in this auditing which is helpful for the transparency.

Library auditing is conducted once in five years. The book which is having any damage will be replaced or give it to the binding section for the maintenance of books. Lab auditing is successfully conducted every year. The damaged equipments are replaced after auditing. We have a student cooperative store which is very successfully run by the teachers. Annual auditing of this store is done by cooperative society audit department.

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

## 7.2 Best Practices

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

#### Response:

IQAC of KAHM Unity Women's college organizes a session in the starting of each academic year for the all teaching staff, in order to familiarize the activities conducted by different departments under IQAC Criterion 7 Institutional Values and Best Practices. The Best practices are given below.

1. Unity Charity Wing - Share and Care
2. Pothichoru (Lunch Packet)
3. Monthly Club day
4. Students Aid Fund (SAF)
5. Centralized internal examination
6. PTA Scholarship
7. Weekly Association Day
8. Cooperative society loan without interest
9. Blood group directory of the students
10. Reading forum
11. Journal for functional food
12. Faculty focus

Of these best practices Students Aid Fund and Centralized internal examinations have been continuously practiced since 1996.

#### I. Students Aid Fund

##### 1. Objectives

Students Aid Fund is mainly intended for the upliftment of the poor students. Students from poor financial background are the beneficiaries of this fund. As per the Calicut University regulations Rs.5 is collected from each student at the time of admission towards the student aid fund. In addition to this Rs.25 is collected monthly from the salary of every teaching staff which together constitutes the SAF fund. The class tutors identify the deserving students and recommend them to the head of the department. The SAF fund will be divided among the students thus nominated.

##### 1. The context

- Situated in the rural area of Malappuram district, the institution has girls coming from diverse economic backgrounds, ranging from the tribal community to the very affluent. It is essential that the college reaches out to the needy to meet the vision and mission of empowering the young girls in the region towards productive citizens, through financial aid.

##### 2. The practice

- Financially weak students being the beneficiaries of the Students Aid Fund tutors identify the needy in each class based on the family annual income. A contribution of Rs.5 during student admission along with a monthly contribution of Rs.25 from each member constitutes the fund. The fund is equally divided among the identified students annually. Students facing financial contingencies of any kind are also assisted using the fund by the discretion of the Head of the Institution.

### **3. Evidence of success**

- Documents of the same indicate that many students from weak financial backgrounds approach their tutors to meet essential requirements of the course and hence their course completion is aided by this fund. Awareness among students of this facility is a key strength of the institution since it cuts dropout rates to a small degree. Moreover it helps student teacher rapport and the bond between the stake holders.

### **4. Problems encountered and Resources required**

- At times the SAF amount becomes insufficient due to increased number of applications. Parents Teachers Association aids the purpose by adding to the fund.

## **II. Centralized Internal Exam**

### **1. Objectives**

1. Centralized internal exam has been successfully conducted since 1996 which is one of our best practices. Organized to meet the university regulation of two internal exams per semester, the centralized pattern ensures a systematic conduct of the same with deadlines for internal mark submissions which are followed by parent teacher meetings to keep the parents informed of their wards' progress.

### **2. The context**

- With the introduction of the semester based programme for UG and PG, 20% of a student's grade is based on the college performance and the rest 80 by the external university examinations. A centralized pattern minimizes the challenge of individual teacher's efforts in conducting the exam and maximizes student attendance given the formal procedures followed for the same.

### **3. The practice**

- Centralized internal exams are conducted twice a year as per the tentative schedule of university exams and dates published in the academic calendar. A Chief examiner monitors the exams ensuring the submission of the question papers within the stipulated time following the pattern of university examinations. Formal seating arrangements are displayed on the notice boards and supervision assigned to teachers as per duty chart. The answer sheets are distributed within one week following which Parent teacher meetings are organized.

### **4. Evidence of success**

- Centrally organized exams are successfully held with records maintaining the harmony of teaching and learning of the students. Coverage of portions is supported to a high extent by this systematic practice and student records are properly maintained helping their assessment and progress. Increased attendance of students compared to non-centralized conduct of exams. Increased parental involvement through PTA meetings is also an indicator of success.

### **5. Problems encountered and resources required**

- Inadvertent delays owing to different reasons (floods in August, Nipah in June, introduction of governmental and university policies like valuation camps, etc.) pose a great challenge

during which internal alternative arrangements have to be made.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

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

#### Response:

#### Women Empowerment

Established in 1991 and run by Muslim Educational and Cultural Association (MECA)- a registered Society, with a vision of 'Building an Egalitarian Society Through Women Empowerment', Korambayil Ahamed Haji Memorial Unity Women's College, a First Grade Aided College affiliated to the University of Calicut, holds the unique status of the first multi-faculty (Arts, Science & Commerce) Women's College in Malappuram district. Being the only institution of this kind run by Muslim Community in Kerala, for women empowerment, the institution aims at the upliftment of women in general and the educationally backward Muslim women in particular, through modern good quality education.

The institution has its distinctive approach towards the women who belongs to the community where they are married early. The institution entertains and provides a platform to focus on the determination and interest of married women in a developing society to pursue higher education. The total number of students studying in the institution is 1178 among which 627 students are single, 503 students are married, 59 students are currently pregnant and 68 students are already mothers. The weaning mothers are provided place ( nursing room) in the hostel and staff quarters to facilitate their interest of continuing studies in spite of the physical problems. The pregnant students are given special considerations for the exam venue (the exam hall will be allotted on the ground floor to avoid stairs).

In addition to the commendable academic as well as co-curricular accomplishments that the college attained and is proud, the focus of the institution is extended to personal growth, knowledge, and critical thinking abilities of the students. We are committed to innovative teaching, scholarships, study tours, social services and trainings of various kinds that promote cultural awareness, diversity, and ethical responsibility through the study of science and humanities subjects. The activities in the college are consolidated on the following key objectives:

- Quality development
- Academic Competency
- Value Building
- Instilling leadership quality
- Sense of Social responsibility

The institution cherishes the value of providing quality education, prioritizing the quality enhancement of the student outcome as we consider it as essential to ensure employability of students, through which empowerment is assured. In order to claim equality in the area of opportunities, women have to be provided with optimal resources and exposures. We are indeed keen on offering good quality training so as to improve the academic competency of the students. The institution is built upon the egalitarian principles of secularism and tolerance. We strive hard to communicate these values in addition to the cultural ethos to the student community that will enable them to be better individuals and citizens of the country. This noble undertaking is not only practiced as a part of academic instructions, but by organizing multiple programmes, under the auspices of NCC and NSS. The Departments are determined to adhere to the principles of ethical conduct in the production and use of knowledge and widen the scope of the use of these principles to the student by means of various enlightening sessions done by the in house academician and by inviting scholars and experts from different sections and parts of the country.

Several fruitful initiatives are planned and executed to enhance the leadership skills of the students. Promoting the activities linked to the organizing of Sports and Arts events definitely contributed a lot to the development of leadership skills and strategies. Consistent measures are envisaged under the bodies such as Women's Cell to ensure the emotional and psychological and physical well being of the students; e.g. Premarital counseling programme, Taekwondo Training, Sessions on reproductive health, etc. Career guidance and counseling wing in the college is instrumental in directing the students to various job opportunities and conveying the necessity to identify the importance of economic stability and self-reliance for progress. The Dress Bank, Share and Care, and Pothichor (Lunch Kit), are few student initiatives that hold testimony to their sense of responsibility to the society. Not limited to Blood donation in NCC, the involvement of NSS with Pain and Palliative, the helping hand extended towards the flood affected had inculcated social commitment and sense of integrity.

Women's educational achievements have positive ripple effects within the family and across generations. The exposures provided through programmes such as field trips, industrial visits, and internship programmes help in widening their horizon. Programmes like the Cottage by Home Science, horticultural practices by department of Botany ultimately resulted in intellectual and cultural advancement of the students. The student union activities kindle the awareness of the franchise and their role in nation building. The slogans of green campus inspire the young environmentalists to disseminate the messages of preserving nature. Altogether the women empowerment mission in the college is with the thrust on the knowledge, skills and self-confidence necessary to participate productively in the development process of the community on a local scale and globally on a larger platform, for the holistic development of the students so as to support them to become the universal citizens of tomorrow.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

Korambayil Ahamed Haji Memorial Unity Women's College has been a key player in setting in social and economic changes among the women in the district which is having a ripple effect affecting many families and approach to education. Working against the cultural and religious trend of early marriages and pregnancies among the girls of the backward community, Unity Women's College can proudly take up the credit of bringing back many married girls and young mothers back to academics for a positive social change. Current statistics reveal 40% as married among the student population, which indicates a change in the social mindset.

Job opportunities are created for people in the locality for clearing and other domestic labor including janitor, gardening, masonry painting, maintenance and repair, driving etc. Area being remote, the college offers free service to school students commuting to the nearby schools in the town in the mornings and evenings. Financial assistance is often provided for special occasions like death, weddings and repair and maintenance of poor homes in the region through collections from staff and students, creating a bond with the society.

### **Concluding Remarks :**

College is resourceful in collaborating and sharing information with nearby institutions and firms using experts in different fields (viz. AIR talks by Dr. PI Radha, motivational sessions, nutrition classes, awareness programmes). Much civic amenities and communication facilities in the areas has improved ever since the establishment of the institution. Many girls of the district might have skipped the opportunity for higher education, had it not been for Koarmbayil Ahamed Haji Memorial Unity Women's College. It is a proud claim that our institution has brought many women out of the confines of their domestic chore to public space as productive citizens, contributing significantly to the egalitarian society that we envision. The history of Koarmbayil Ahamed Haji Memorial Unity Women's College shall be of an unabating journey towards excellence.