



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KURIAKOSE ELIAS COLLEGE

MANNANAM P O, KOTTAYAM

686561

www.kecollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Kuriakose Elias College, Mannanam is named after Saint Kuriakose Elias Chavara, the founding father of CMI Congregation and great missionary and social activist during the Renaissance period of Kerala. The Carmelites of Mary Immaculate (CMI) congregation is a religious and charitable order of the catholic religious minority community coming under the purview of the Constitution of India. The college was established in 1964, on the beautiful hills of Mannanam to give the youth the benefits of higher education. The College is managed by St. Joseph's Monastery, Mannanam. The general management of the College is vested in the Managing Board, whose ex-officio President is the Manager.

K E College is one among the many UGC recognised prestigious CMI institutions in Kerala, remarkable for its heritage. Moreover, it is one of the five hundred educational institutions run by the CMI Congregation in various parts of India. The College is deeply committed in moulding intellectually competent, morally upright, and spiritually inspired men and women of India. It also functions as an instrument of social change imbued with righteousness and courage of conviction.

K E College, which was established as a junior college with four batches of Pre-degree courses, was upgraded as a degree College in 1967. Later on several under graduate and post graduate programmes were introduced. The College was awarded a four status by the UGC- NAAC in the year 2000. Three post graduate departments were elevated to the status of Research departments by 2013. The College was reaccredited by NAAC with A grade in 2013. At present, seventeen undergraduate and eleven postgraduate programmes are offered.

K E College is steadfast in its resolve to mould academically proficient, socially committed and spiritually enlightened future citizenry. Our educational institution is blessed with a community of teachers who are committed to their vocation. It is very much a journey marked for the transition of socially deprived sections into the echelons of higher strata of the society. The academic fraternity of the College is very much alive to the stark realities of the day.

Vision

“To become a centre par excellence of learning, unique in experience, value based in approach and committed in service, for enriching and fulfilling life”.

Vision is actually what we want to accomplish. Here we follow different strategies to materialise our vision and mission. As a minority institution, K E College has a value based approach and humanitarian perspective to enrich and enlighten the student community and teacher fraternity. Our vision is deeply rooted in excellence in teaching learning process and commitment in service. It also concentrates on the integral and holistic development of our students through a system of practices and programmes. Social outreach programmes of a number of departments, blood donation camps, nature camps, First Friday conscientization talks and religious agape for students are categorised under that title. Moreover, students and teachers come hand in hand to serve and train the lives of the people by a joint venture. At the same time, the College provides innovative educational opportunities and student support services that lead to the successful completion of different courses. In that way, the College looks for a comprehensive and integral development of individuals and it

paves the way for career related skills and proficiency skills. In meeting the needs of our demographically diverse student population, we follow equity and accountability through measurable learning outcomes, ethical data driven decisions and student achievements. The activities of the Vincent De Paul society vehemently foster and furnish support services for both students and the people in and around the locality.

The College lays emphasis on the holistic development of individuals and fosters an altruistic concern for the other. This world view is strongly centred on the ancient Indian *Upanishadic* philosophy of '*Tat tvam asi*'. The College steadfastly strives to inculcate in the students a sense of companionship and fellowship. The institution has a serious regard for the dignity of each individual and is seriously committed in its responsibility towards students. Thus, the College aspires to transform into a centre par excellence for learning and offering a value based approach for enriching life.

Mission

"To facilitate comprehensive and integral development of individuals who effectively function as instruments of social changes imbued with righteousness and courage of conviction: *Dare to Dream and Strive to Achieve*".

Mission is a general statement of how we achieve our vision. The College takes special efforts to enable the students to strive for excellence in every field. In order to accomplish the mission, the College continues to advance as a dynamic centre for life long learning. However, the College helps students to meet economic, social, and environmental challenges to become active participants in shaping the world of the future. Visualising and articulating the mission is a great task for the College and the College fulfils this responsibility by the creative initiatives of NSS, NCC, Jesus Youth, Vincent De Paul Society and various clubs and movements. It shows the institutional experience pillaring on social values and cultural heritage.

In order to achieve its mission, the College extends teaching learning process, advancement of knowledge through research activities and conduct of conferences and workshops, leadership training programmes, outreach programmes and so on. The College maintains academic excellence and integrity by all means. It also sustains scholarly research and professional leadership. Individual and collective excellence is a benchmark of the institution.

The institution ardently believes that collective enterprise is the need of the hour. Individual brilliance can be translated into collective excellence through incessant and strenuous team efforts. Any society is an amalgam of changes. We do take it as our long cherished goal and institutional mission to steadily contribute future citizenry, who can act as catalysts of social change. It is our strong conviction that the courage to dare and to dream will eventually lead us to the great pathway of success in our academic endeavours.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Of the many strengths of the institution, the college takes pride in its rich heritage. Being situated at Mannanam, the hub of religious, cultural and the most importantly educational nexus of the district of Kottayam, it has successfully imparted value based education for the last 60 years since its inception. Its premises has laid the foundation of wisdom for students from across the district of Kottayam and neighbouring districts, including remote areas, for generations. It has given birth to a plethora of student body, who now

serve in their respective careers across all walks of life as civil servants, law enforcement officers, teachers, writers, heads of other institutions, social activists and many more.

Having been deeply rooted in Christian values and the ideologies of the great visionary St. Chavara, the College is a common choice for a large number of parents in the state, when it comes to enrolling their children. The College has a clean and green campus along with a well functioning infrastructure, stretching across 7.5 acres of land, to add to its merits. The other highlights of the campus include a well updated library with over 62,110 books, a spacious auditorium, an indoor stadium, two Seminar/conference halls, well equipped science laboratories, ICT enabled classrooms and computer laboratories with over 120 computers.

The next remarkable aspect worth mentioning is the teaching – learning process the institution undertakes. We have an excellent outgoing student ratio with some students backing the top ranks in the university. The true credit of this achievement lies with the strenuous effort of the faculty. The college has to its merit 31 teachers with Ph.D, 39 research scholars, 21 other teachers pursuing Ph.D across all disciplines. The college hosted 9 International/national conferences and lot of seminars last year. The many awards and other honoraries that the college has received across the years is a further testimony to the institution's true worth.

Institutional Weakness

The institution is located in a relatively remote neighbourhood, with accessibility being a major concern. Frequent transportation is unavailable to the students and the travel to and from the College is time consuming. It further impacts the students' academics, as very little time is often at their disposal, due to the long travel time required for the same. Moreover, students lack effective communication skills, as a result of poor focus on language and other soft skills at the matriculation level. Furthermore, grants and other financial aid is very rarely sanctioned by the concerned agencies, which hinder the college's undertakings and academic planning. The appointment of permanent faculty is untimely and inconsistent, which in turn hinders the efficient working of the College due to dire need of sufficient staff. The College is also in need of a spacious canteen.

In addition, unnecessary involvement of external political parties creates distraction among the students, thereby distancing them from their academic pursuits.

Institutional Opportunity

The college possesses ample scope for development, both in terms of infrastructure and curricular aspects. As the college is reputed to be one of the oldest and prestigious centres for higher education in the region, it attracts students from all strata of society across the state, thereby uplifting the underprivileged by providing access to quality education. This is further supplemented by the college's location which is quite close to the heart of Kottayam district, whereby students across the districts of Kottayam, Idukki, Pathanamthitta, Ernakulam and Alappuzha have easy accessibility to the College. Also the college's proximity to other institutions for higher secondary education is an added advantage to the College. In addition, three post graduate departments have been elevated to the status of research centres, apart from the existing 11 departments. The College can also serve as a platform for more international and national conferences and other collaborations, thereby opening new avenues for employment opportunities. Training programmes, workshops and orientation programs can be organized for the students to better equip them to the needs for the growing economy.

Institutional Challenge

The most challenging concern of the college is the lack of adequate funding by the State government for meeting the various demands of the College. Funds are not timely sanctioned; as a result, the College is forced to manage with guest lecturers and other staff, for whom remunerations are financed by the college management itself. Furthermore, new courses are not sanctioned by the government, in spite of increased demand for the same. Another major concern of the college is the students' obsession with the digital world and other social media platforms. The College also seeks to improve the facilities provided for the differently-abled students, so as to enable their betterment. However, in spite of the many hurdles the college is to overcome, it will still remain committed to its divine endeavour to create and mould a generation of young, productive and sensitized community, who will be the nation's tomorrow.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Kuriakose Elias College is affiliated to the Mahatma Gandhi University, Kottayam. The Academic Calendar and Curriculum prescribed by the university is followed by the College. Proper curriculum planning and implementation are strictly followed to meet higher standards in education. The curriculum for each program is designed and structured by the Board of Studies and Academic Council of the university. 43 faculty members from various departments are members of Board of Studies during 2013-2018. It is remarkable to state that 3 P.G programmes and 3 UG programmes were newly introduced in the college. For the effective implementation of the curriculum, the College adopts various strategies such as action plan of the departments, college hand book, time table, teaching plan, teacher performance record etc.

A systematic feedback system analysis is practised by the College at three levels viz. Students, Teachers, Parents and Alumni. Apart from the lecture method, LCD projectors and ICT enabled classroom facilities are also followed for the effective curriculum delivery. Departments such as Physics, Chemistry, Commerce, Statistics and Psychology are equipped with individual computer lab facilities for effective learning process. The performances of the students are evaluated on a continuous basis through seminars, assignments, test papers, peer teaching evaluation, etc. Remedial classes are conducted to assist the weak students to improve their performance. UGC- CSIR, NET, SET, and Civil Service Coaching are also offered to the students with the aim of providing career orientation and guidance to the students. 10 certificate programmes were introduced during 2013-15 for the holistic development of the students and more than 500 students were benefitted much out of this programme. Practical exposure of the students to each course is ensured through field visits and projects. A total number of 300 field visits and projects are undertaken by the students under the guidance of faculty members during the assessment period.

Teaching-learning and Evaluation

The College conscientiously abides by the stipulations of the Mahatma Gandhi University in its admission procedure. It caters to the needs of its plethora of learners who range from students from the general category,

the scheduled castes, the scheduled tribes, the minority communities, the wards who are physically challenged, achievers in sports and arts and students from other states and foreign countries.

An Induction Programme is arranged for the newly admitted students at the very outset. A learner-centric atmosphere, conducive to nurturing life-long learning behaviour in its wards is effected using the class room learning which is stemmed in ICT; the various soft skill training programmes like Additional Acquisition Programme and an array of Departmental activities like Talent Days, Fests, In-house lectures, Invited lectures, Mentoring programmes, an assortment of Industrial Visits, Field Trips, Internships and Job Trainings are offered as part of experiential learning etc. In addition, the weak and meritorious students are identified by the teachers and additional aid is provided to the former through Scholar Support Programme and different remedial and bridge programmes, whereas, the latter is offered Walk With the Scholar Programme to enhance their mettle. The institution extends INFLIBNET and computer laboratory in addition to the library to its wards so that they can benefit from a vast array of e-journals and e-books.

Innovative strategies like using MOOCs, Power-point presentations, online MCQs, open book tests, double valuation etc. are used to evaluate students on top of the Internal Tests, Projects, Seminars and Assignments proposed by the University. The examinations are held, the learners are evaluated and the grievances are redressed in a transparent manner. The Research faculty of the learners are given an impetus through dissertations and projects, which the learners have to submit at the fag-end of their courses.

The myriad University Ranks that we win every year stand as testimony to the success of the holistic education offered by the College. The teachers and learners collectively strive to scale heights and touch the zenith in the field of higher education in the years to come.

Research, Innovations and Extension

This Criterion details the Research, Innovation, Extension and Collaboration activities of K E College. The contribution from its faculty members, students, different departments as well as various clubs/schemes are included under this head. Our College has always been at the forefront in promoting scientific temper and innovation.

The College provides adequate resources and facilities to various departments and it encourages them by recognizing the achievements. All the research grants obtained by the faculty members and scholars during the last five years were from Government sources only and the total grant amounted to Rs. 92,79,800/-. Three of our departments –Chemistry, Physics & Economics are recognized research centres of Mahatma Gandhi University and they provide impetus to the research activities in the campus. Our post graduate science departments obtained DST-FIST support in 2014. The college has a sophisticated instrumentation centre which houses the state-of-the-art facilities including FTIR, UV-Vis DRS, photoluminescence etc. which are extensively used by researchers across the state. Fourteen faculty members of the college are recognized as research guides and two students were awarded Ph.D in the last 5 years.

The creative ideas put forward by various departments are given due significance for implementation. The institution has conducted many workshops/seminars on different topics including Intellectual Property Rights (IPR) and many emerging and innovative research areas in Science and Arts subjects. The number and quality of research publications and awards obtained by the faculties clearly reflects the excellence in research acumen of the College. International level faculty expertise in scientific research offers resources for consultancy services. The institution has high quality research equipments, which are used for in-house research as well as

for students and faculty from nearby colleges. To sensitize the students with the social issues such as gender inequality, environment pollution, poor sanitation etc. many extension activities were conducted. Activities towards the welfare of neighborhood community are promoted mainly through the functioning of different clubs and organizations like NSS, NCC, CSM, Jesus Youth, Encon Club etc. Students of various departments carry out internship programs and research projects in national level institutions as part of their course curriculum.

Infrastructure and Learning Resources

The College provides standard infrastructure to the students. The holistic development of the students is our focus. The institution provides eco-friendly campus with modern buildings, technology-enabled 75 classrooms, 14 laboratories, 2 seminar halls, one auditorium and an Indoor Stadium for conducting academic and non-academic programmes. We have 19 faculty rooms and a rest room for girls. A separate block for self financing streams has been built and it is being currently extended. CCTV cameras are fixed in 20 class rooms. The College has a Central Computer Lab with 75 systems and is connected to LAN. A Generator is installed to ensure uninterrupted power supply in the campus.

A research block is being constructed for the promotion of scientific work in the College. The College provides reprographic facilities for the benefit of students and research scholars. The departments of Chemistry and Physics are equipped with a research laboratory, with the latest instrumentation and computational facilities. The Chemistry department installed a water analyzer, which is accessible to the public. Facility for unlimited internet access is provided to all the departments for harnessing E-resources.

With the purpose of assisting children to adjust with the new environment and managing academic and personal stress, a Counseling Centre is run by the institution. The College provides three hostels for students. The girls' hostel is run by the CMC Sisters. Boys' hostel is run by the CMI management. Sports hostels for boys under the aegis of the sports council are also functional in our college. We have a well-maintained ground for outdoor games like badminton, volleyball, football, basketball and a cricket stadium. The sunbeam park of our college is a treat for the visitors. 'Chavara park' facilitates an open venue for student-initiated cultural activities.

The college library is fully automated with KOHA software version 3.16.05.001. The library provides specialized services including photocopying facility, E-library solution search, reservation of books, INFLIBNET-NLIST programmes, Book Bank scheme and extension activities. The library's extension includes an archival section in the Chavara Archives adjacent to the Monastery where rare manuscripts and rare books are kept for reference.

Student Support and Progression

The criterion five tries to assess and evaluate the efforts of the College to provide necessary assistance to students, to enable them to acquire meaningful experiences for learning in the campus and to facilitate their holistic development and progression. It also looks into student performance and alumni profiles and the progression of students to higher education and gainful employment.

Student Support facilitating mechanisms like guidance cell, placement cell, grievance redressal cell and welfare measures are there to support students. It is quite appreciable that a good number of students of K E College benefited by scholarships, freeships, etc. provided by the institution, besides government schemes during the

last five years. There are a number of capability enhancement and development schemes in the College, such as special training given for competitive examinations, Career counselling, soft skill development, remedial coaching, Bridge courses, Yoga and meditation, Personal Counselling etc. that tremendously benefit the students to achieve life skills. The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

The Institution's concern for student progression to higher studies and to employment is considerable. The average percentage of students qualifying in State/ National / International level examinations during the last five years is found satisfactory. The institution promotes inclusive practices for social justice and better stakeholder relationships. The institution promotes value-based education for inculcating social responsibility and good citizenry amongst its student community. The institution has the required infrastructure and promotes active participation of the students in social, cultural and leisure activities. Encouraging students' participation in activities facilitates development of various skills and competencies and foster holistic development.

The Alumni associations of K E College are a strong support to the institution. Various departmental alumni associations contribute to academic matters, student support as well as mobilization of resources, both financial and non-financial. K E College management facilitates alumni associations to contribute significantly to the development of the institution through financial and non-financial means.

Governance, Leadership and Management

Kuriakose Elias College stands to fulfil the vision of its heavenly patron St. Kuriakose Elias Chavara, the great social reformer of Kerala. The College is managed by the St. Joseph's Monastery, Mannanam through a Managing Board. The academic and administrative matters of the College are conducted under the leadership of the Principal, with ample support from the College council, IQAC, various committees and the Office Superintendent. The Parents Teachers Association provides a common forum for the parents, teachers and management to discuss matters of importance related to the institution.

The management took great initiatives in introducing new courses both in the regular and self financing stream. Infrastructure facilities of the College are regularly enhanced with new classrooms, computer labs, indoor stadium, basketball, shuttle badminton and volleyball courts. E- Governance is practised in the areas of student attendance, fee collection, library use, internal and university examinations and issue of transfer and conduct certificates.

The academic environment of the college is maintained by updation of knowledge by the faculty members by attending orientation and refresher courses, and faculty development programmes. Such faculty members are given due recognition by the management by providing financial assistance. All faculty members are evaluated by their students and necessary changes are brought in accordingly.

The College conducts umpteen number of programmes for the welfare of students. For example, the Anti-Narcotic cell of the College organises anti-Narcotic movements regularly. The College provides several welfare schemes such as Cooperative Society, Teacher's welfare fund, Wi-Fi facility, Staff tour, annual get-together etc. for the well-being of the teaching and non teaching staff,

The financial management of the College is effectively monitored by the managing Board by conducting internal and external audits regularly. Annual financial statement and the audit report are prepared based on the directions from the higher education department and external auditor. Funds are mobilised from various

government/ non governmental bodies and philanthropists.

The IQAC of the College ensures institutional quality through various means like student mentoring, teachers' performance record, administrative and academic audit, and quality enhancement programmes for teaching and non teaching staff.

Institutional Values and Best Practices

Policy guidelines of Kuriakose Elias College, Mannanam for admission, recruitment, administrative function and academic administrative activities safeguard the interests of the students, faculty and staff members without any differentiation in gender. It has been made sure that no discrimination takes place on grounds of caste, creed, religion and gender in the institutional functioning.

The routine institutional operations have minimal impact on the environment due to carefully planned waste disposable mechanism. The campus has a Rainwater Harvesting facility under construction, consisting of an elaborate network with a reservoir of 1 lakh litre capacity.

The institution is aware of its environment conservation responsibilities and embraces the principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized through eco friendly methods and practices.

The institution regularly conducts programmes promoting universal values and organizes national festivals particularly the Independence Day and Republic Day with patriotic fervour. Kuriakose Elias College, Mannanam is committed towards its societal obligations and the Vincent De Paul Society of the College is functioning with the motto '*Service to God through the service to all neighbours*'. The College also has a vibrantly functioning Blood Donors' Club, started with the sole intention of providing blood for transfusions to needy patients at very short notice.

The most distinctive feature of the institutional functioning is the activities taken up by its social outreach organization Kuriakose Elias Development Action & Service Society (*KEDAS*). *KEDAS* extends professional services in the areas of social education and community health & sanitation through rural development programmes, poverty alleviation & employment generation through entrepreneurship development programmes, women empowerment, promotion and documentation of cultural heritage and environmental protection. The project intends to establish a child help line for abandoned infants and street children, an elderly help line for psychological support and care of elderly people and to promote services for people with disabilities through government and non-governmental organizations. The most distinctive activity taken up by *KEDAS* is the conduct of *AWAKE*, the cultural fest organized exclusively for the Intellectually Challenged Children all over Kerala, since 2007, on yearly basis.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KURIAKOSE ELIAS COLLEGE
Address	Mannanam P O, Kottayam
City	ATHIRAMPUZHA
State	Kerala
Pin	686561
Website	www.kecollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Antony Thomas	0481-2597374	9895200582	0481-2597074	kecollegemnm@gmail.com
IQAC Coordinator	Mathews T Thelly	0481-2597374	9447212892	-	dr.thelly@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes MINORITY CERTIFICATE.pdf
If Yes, Specify minority status	
Religious	CHRISTIAN
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-07-1964			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	Mahatma Gandhi University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	01-07-1967	View Document		
12B of UGC	01-07-1967	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Mannanam P O, Kottayam	Rural	7.5	15600.7

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics	36	Plus Two	English	40	39
UG	BA,English	36	Plus Two	English	40	38
UG	BA,History	36	Plus Two	English	24	24
UG	BA,Economics	36	Plus Two	English	40	37
UG	BSc,Chemistry	36	Plus Two	English	40	38
UG	BSc,Zoology	36	Plus Two	English	40	39
UG	BSc,Botany	36	Plus Two	English	40	36
UG	BSc,Mathematics	36	Plus Two	English	40	38
UG	BSc,Psychology	36	Plus Two	English	40	40
UG	BSc,Computer Application	36	Plus Two	English	38	25
UG	BSc,Physics With Applied Electronics	36	Plus Two	English	24	16
UG	BCom,Commerce	36	Plus Two	English	50	49
UG	BCom,Commerce	36	Plus Two	English	50	50
UG	BCom,Commerce	36	Plus Two	English	100	99
UG	BVoc,Bvoc	36	Plus Two	English	50	14
UG	BVoc,Bvoc	36	Plus Two	English	50	20
UG	BSc,Psychology Self Finance	36	Plus Two	English	38	36

PG	MSc,Physics	24	Degree in Physics	English	13	13
PG	MA,English	24	Degree in English	English	20	16
PG	MA,Economics	24	Degree in Economics	English	19	16
PG	MSc,Chemistry	24	Degree in Chemistry	English	15	15
PG	MSc,Botany	24	Degree in Botany	English	16	16
PG	MSc,Mathematics	24	Degree in mathematics	English	30	24
PG	MSc,Psychology	24	Any Degree in Science	English	15	15
PG	MSc,Statistics	24	Any Degree in Science	English	15	15
PG	MSW,Msw	24	Any Degree	English	30	25
PG	MCom,Mcom	24	Degree in Commerce	English	19	19
PG	MCom,Mcom	24	Degree in Commerce	English	20	20
Doctoral (Ph.D)	PhD or DPhil,Physics	36	Post Graduation in Physics	English	18	2
Doctoral (Ph.D)	PhD or DPhil,Economics	36	Post Graduation in Chemistry	English	16	7
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	Post Graduation in Chemistry	English	12	3

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				10				63			
Recruited	0	0	0	0	6	4	0	10	12	34	0	46
Yet to Recruit	0				0				17			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				81			
Recruited	0	0	0	0	0	0	0	0	21	60	0	81
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				31
Recruited	17	6	0	23
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	6	1	0	7
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	3	0	2	13	0	23
M.Phil.	0	0	0	0	1	0	2	5	0	8
PG	0	0	0	1	0	0	8	16	0	25

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	1	4	0	8
M.Phil.	0	0	0	0	0	0	0	5	0	5
PG	0	0	0	1	0	0	16	51	0	68

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		2		6

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	315	3	3	0	321
	Female	321	1	3	0	325
	Others	0	0	0	0	0
PG	Male	28	0	0	0	28
	Female	153	2	0	1	156
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	2	0	0	0	2
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	30	47	34	29
	Female	35	36	41	40
	Others	0	0	0	0
ST	Male	1	5	2	2
	Female	9	8	13	11
	Others	0	0	0	0
OBC	Male	21	13	20	32
	Female	31	13	16	25
	Others	0	0	0	0
General	Male	108	141	149	103
	Female	177	212	221	207
	Others	0	0	0	0
Others	Male	129	186	192	187
	Female	121	176	155	174
	Others	0	0	0	0
Total		662	837	843	810

3. Extended Profile

3.1 Program

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

Response: 768

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2186	2106	1883	1611	1485

File Description	Document
Institutional Data in Prescribed Format	View Document

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
182	184	189	165	148

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
755	644	555	509	470

File Description	Document
Institutional Data in Prescribed Format	View Document

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
131	131	120	110	103

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
135	135	123	112	104

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 77

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

2017-18	2016-17	2015-16	2014-15	2013-14
232.43	356.76	363.92	227.69	114.80

Number of computers

Response: 122

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Kuriakose Elias College is affiliated to the Mahatma Gandhi University, Kottayam and hence it follows the Academic Calendar and Curriculum prescribed by the same. The college ensures adherence to every update notified by the University. We try to enhance the quality of education through proper curriculum planning and implementation. The curriculum for each program is designed and structured by the Board of Studies and Academic Council of the university, which includes many of our faculty members. Based on the University norms, the college prepares an Academic Calendar which includes all academic and non academic events and activities for the year.

The traditional Lecture method is employed for the purpose of curriculum delivery in the college. Apart from classroom lectures, the students are also provided with ample study materials as well as demonstrations in order to enhance their knowledge. Apart from the lecture method, LCD projectors and ICT enabled class room facilities are also followed. NET, SET, Civil Service Coaching, Peer teaching and Remedial classes are also offered to the students with an aim of providing a holistic development of the students.

For the effective implementation of the curriculum, the college adopts the following measures

- HANDBOOK

The college handbook incorporates information on vision and mission of the college, educational policy, aims and objectives, programmes offered, rules and regulations, co curricular activities, scholarships and stipends, academic calendar and timetable.

- T I M E T A B L E

The time table is prepared by the heads of the Departments in consultation with the Principal and the faculty members at the beginning of each academic year, according to UGC norms.

- ACTION PLAN

Every department prepares a detailed action plan at the beginning of each academic year which includes the curricular and co-curricular activities to be carried out. The action plan is executed with the full support of faculty members and students.

- TEACHING PLAN

Teaching plan is prepared by all teachers at the beginning of each semester. The benefit of this practice is

that it enables each teacher to prepare in advance the topics to be discussed as well as the required time to be allocated for the same. It also offers an arena where one could incorporate creative and innovative strategies to discuss topics within the course structure. It is an all inclusive plan which also contains schedules of assignments, test papers and seminars.

- **TEACHER PERFORMANCE RECORD**

This is a personal record maintained by each faculty member of the institution intended to document his/her daily activities. The hours utilized for Lectures, Practicals, Examinations, Research and other institution related duties are duly recorded for better assessment and evaluation. This would also provide a space for improvement and effective management of time and resources.

- **FEEDBACK**

Timely feedback is collected from the students, parents and alumni of the college. They evaluate the contribution rendered by the college in the realm of academic and non academic activities. There is ample space for criticism, suggestions and recommendations. Rectifications are made accordingly.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	00

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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

Response: 26.89

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
14	04	01	12	1

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

1.2 Academic Flexibility

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

Response: 59.38

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

Response: 456

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

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

Response: 96.55

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

Response: 28

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

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 7.96

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
399	162	98	61	72

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

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

Kuriakose Elias College, Mannanam endeavours to transform students into instruments of social change, rooted in nature and imbued with righteousness. Thus, the curriculum of all the programmes are infused with an array of courses which augment their professional know-how, enhance their moral and ethical values and inculcate a sense of environmental and gender sensitivity.

As an offshoot of the constant entreatments of 13 of our faculty who found a place in the Mahatma Gandhi University Board of Studies, the B.A./B.Sc./B.Com. syllabus saw a paradigm shift, with the addition of a new mandatory paper on Environmental Sustainability and Human Rights in the 2017 syllabus revision. "Human Rights and Mathematics for Environmental Studies", "Environmental Psychology and Human Rights", "Environment Management and Human Rights" are some examples.

In order to create awareness on the environmental hazards plaguing our society and to inculcate a sense of unshakable commitment to a *sustainable* lifestyle, courses like "Economies of Environment and Social Sector", "Environmental Science and Eco Tourism", "Foundations of Environmental Economics", "Environmental Chemistry" were embedded in the curriculum. Moreover, college engages in different eco-friendly initiatives like celebration of World Environment Day, distribution and planting of saplings, Encon Club, Plastic free campaign, maintaining the vermin-composting pit, nature camps etc. to instill how the natural environment sustains the life of all beings universally.

All the Programmes encompass many a core paper which renders a significant part in opening the inner eyes of its wards on to the Gender Politics like "Issues in Contemporary India", "Women's Literature",

“Gender Studies”, “Cultural Studies”, “ Dalit Studies” , “ Women’s Rights and Gender Issues”. It apprises the students on how gender is a social construction and advocates for gender equity. The theory imbibed in syllabus find praxis with gender sensitization programmes like celebration of Women’s Day, a functional Women’s Forum, community outreach, seminars, workshops etc.

Human Values are imprinted into the curriculum of all the batches alike. Various courses like “Legislation and Human Rights”, “Human Growth and Development” ,“Informatics and Cyber Ethics”, “Personnel Management” enlighten the young minds on human values and ethics. Furthermore human value ventures like AWAKE by the MSW Department, street plays, orphanage and old age home visits, ‘pothichor’, ‘an armful of rice’ etc enrich the students further.

In addition, we have an assortment of Common Papers offered by the Language Departments to the whole of UG students such as “Literature and/as Identity”, “Musings on Vital Issues”, , “Reflections on Indian Polity, Secularism and Sustainable Environment”, “KadhayumKavitayum”“Short Stories and Novel”, which traverse across the plains of Human Ethos, Gender and Ecology.

Altogether across all the Programmes we have 141 Courses on Environment and Sustainability, 92 on Human Values and Professional Ethics and 74 Courses on Gender which speak volumes about how the institution moulds its wards.

Besides the institution offers a “Holistic Development Programme” which subsumes First Friday Holy Mass for Catholics, Moral Instruction for Non-Catholic students, a succession of invited lectures on women equity, environmental concerns and human values thereby enkindling the students.

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

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

Response: 10

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

Response: 10

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

1.3.3 Percentage of students undertaking field projects / internships	
Response: 39.39	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 861	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

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

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: 0.46

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
16	8	5	6	8

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 84.79

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
810	843	837	657	610

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
906	946	964	831	767

File Description	Document
Institutional data in prescribed format	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: 69.71

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
139	126	122	127	92

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 learning level of each student in the institution may vary from the other and the college takes special effort in catering to the individual needs of the varied learning capacity of students. Departments conduct orientation programme for beginners and maintain an initial scrutiny of the calibre of the newly admitted students. Special training is given to the advanced learners and slow learners as intensive coaching and remedial classes respectively.

- Every batch of students is provided with a class teacher and thus individual care is given to all students. Both weak and bright students are given special care. Remedial coaching is given for weak students. Brighter students are encouraged to apply for various scholarships. Peer teaching method is employed to give support to all students.
- Career orientation classes are conducted for all students throughout the year. Also invited talks by well-known scientists are organized wherein students are able to interact with experts.
- NET/SET/GATE/IAS coaching is conducted for P.G. students.
- Research oriented projects are given to all students to get them introduced to the field of research. All students are actively involved in various research projects sponsored by national level agencies and institutions.
- The Department of Economics offers Civil Service Coaching classes to the aspiring students; Department of Chemistry offers NET coaching classes and Department of History is in Charge of PSC coaching. The Department of English takes care of improving the language and communicative skills of the students. Skill based online courses are offered by the Department of Statistics.
- The College also offers Career Counselling through Career Guidance Cell and the cream of the batches gets recruited into various companies of national acclaim by means of the Placement Cell.

The Government of Kerala initiative, under the aegis of the Directorate of Collegiate Education, that aims to address the needs of advanced and slow learners, are also meticulously imparted to the students of the college. Walk with the Scholar Programme for advanced learners and Scholar Support Programme for slow learners.

In WWS, the scholars are selected on the basis of merit and interest in their first year of admission. They are grouped into five and assigned internal mentors from the teaching faculty. External mentoring is also provided to the selected students. The students are given opportunity to interact with various eminent personalities too. Previous year question papers of competitive exams are also introduced to these students. These students are also taken to various prestigious institutions to interact with the faculty and inmates of those institutions.

SSP allows 100 students from our college UG programme to take part in the tutorials, interactive sessions and question bank preparation. Students with less than 60% marks in the qualifying exams can join the project. Initially applications are invited from first, second, third and fourth semester students. Five subjects are identified and the regular faculty from selected departments are assigned to handle the classes. These faculty members also take feedback from students to ensure proper conduct of the programme.

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

2.2.2 Student - Full time teacher ratio

Response: 16.69

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.1

2.2.3.1 Number of differently abled students on rolls

Response: 24

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

In our departments, different modes of teaching are employed for the well-being of students. Some of the important initiatives are enlisted below:

- As part of the experiential learning, students are allowed to do theory based experiments in respective labs. Department of Botany conducts quantitative and qualitative analysis of plant metabolites such as anatomical study of various plant groups, collection and identification of Angiosperms etc. Also students are given training in dry flower arrangement. The department of Chemistry imparts training to improve the basic computer skills of students, apart from lab experiments. Software such as Chems sketch, Chemdraw, and GAMESS are made available and students are given instructions to get familiarized. Department of Physics is having a full-fledged electronics as well as mechanical physical experimental lab for the UG and PG students. The department is offering an add-on course “Computer hardware and maintenance” for the entire college. Students of the department of Zoology, are actively involved in the preparation of vermi compost.
- The field work undertaken by the students during the different courses provide them industrial experience. In the department of Psychology, PG students are given opportunity to practice geriatric counseling skills in various geriatric centers. As part of the participative learning, UG students are given counseling experience through the school counseling program (high school and higher secondary school students). Some of the initiatives of department of History are study tours to the archives of various parts of the state as well as places of historical developments.
- The department of English provides language training for students from different streams of the college. The four fold language skills, LSRW, are trained during these classes. The language lab is used to give hands on training to students and exposure to native speakers of English.
- Seminars on stipulated topics are done by students systematically in every course
- All our departments are well equipped with ICT enabled classes and also live demonstrations and videos are shown for the better comprehension in students.
- The college also promotes the participation in Nature Camps, in association with Kerala State Forest Department, in order to instil a deep sense of kinship with fellow beings and the environment.

File Description	Document
Link for Additional Information	View Document

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

Response: 50.38

2.3.2.1 Number of teachers using ICT

Response: 66

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

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

Response: 22.08

2.3.3.1 Number of mentors

Response: 99

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The college promotes various student support services like the Literary club, Quiz club, Debate Club, ENCON club, Birds club, Cultural club and Film Club to initiate programmes of similar mode. The Quiz club caters to the intelligent and handpicked students of each stream, whereas the Debate club ensures the general awareness and competitive aptitude of the students. ENCON club helps to nurture the needs of energy conservation and environment protection among students. Various activities such as seminars, competitions etc, held in association with BPCL, Kochi Refinery, give a general awareness to the students. The Film Club is instrumental in promoting art and aesthetic sensibilities of the student community. Short film competitions, debate and elocution competitions are conducted in the college periodically by these clubs and many departments of the college. The Women's Forum of the College has been in the forefront in organizing programmes for the girl students of the institutions like organizing Yoga classes, Sex Education classes and Food Fest. The Literary Club of the College too organizes competitions to promote the literary talents of the students.

The department of MSW provides an evaluation of the field work, based on overall performance of the students in all the practicum requirements. The Department conducts fruitful discussions on issues pertaining to current affairs in their practical sessions. They have also adopted a village as part of their hands on training programme.

A class teacher is entrusted with the task of mentoring and nurturing their wards. Remedial coaching is given for weak students. Brighter students are motivated to scale greater heights.

Movie adaptations of classics are screened for the literature students. Career orientation classes are conducted for both UG and PG students throughout the year. Also invited talks by well-known scientists are organized, wherein students are able to interact with experts. NET/SET/GATE/IAS coaching is conducted for PG students after their regular college hours. Research oriented projects are given to both UG and PG students to get them introduced to the field of research. Both PG and UG students are actively involved in various research projects sponsored by national level agencies and institutions. Group discussion, debates and use of multimedia and TED talks are conducted by all departments.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 97.78

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

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

Response: 27.1

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
29	31	30	37	32

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.95

2.4.3.1 Total experience of full-time teachers

Response: 910

File Description	Document
Any additional information	View Document

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

Response: 4.2

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
03	01	01	00	00

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

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

Response: 14.61

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
25	19	19	14	13

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

2.5 Evaluation Process and Reforms

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

Response:

We believe that pedagogy is equally crucial along with a well framed syllabus. Responding to the changing needs of modern world the college and various departments have adopted various innovative practices which have improved teaching learning experience. A number of measures adopted by the various departments of our college have been proven to be very effective.

The restructured curriculum for Degree and P.G Courses in M. G University has incorporated internal assessment as an effective measure for fruitful evaluation of students. The performances of every student in the campus, in addition to the evaluation through internal examinations, are assessed in each semester by his /her teachers in accordance with the norms issued by the University. The marks awarded to the students in the internal assessment will be forwarded to the University for inclusion in the final mark sheet. 25% of evaluation is earmarked for internal evaluation of each P.G. course and 20% for each U.G. course.

In response to the changing needs of the current education system a plethora of innovations have been implemented by various departments for the internal assessment and evaluation. English Department adopts Open Book Examination for certain courses for testing the leaning capability of all pupils. All Departments conduct an Open House programme every semester to discuss the performance of the students with their parents.

As per the university guidelines, internal assessment details of students are made available for the students through the college website and are detailed in the Department notice boards. Attendance of the students is collected from each class for every class hours and simultaneously uploaded in the college website. Also the results of internal and model examination are also uploaded within one week of examinations. Each student can have access to their internal assessment records including attendance percentage with their unique id and password. Automated text messages are sent to the parents for intimating leave of students on a regular basis.

File Description	Document
Link for Additional Information	View Document

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

Response:

Performances are assessed by Continuous Evaluation Process as per curriculum guidelines. The college has made it compulsory to hold at least two continuous Internal Assessment tests, regular Parent Teacher interaction sessions, Mentoring sessions, Remedial Coaching programs, Seminars and sessions for advanced learners. The regular feedbacks from the students and the parents are collected, evaluated and prompt actions are taken in due course of time. .

Every department conducts internal exams and model exams by the end of each semester to equip the students for university examinations. 20% of the grade or mark is awarded by the respective department, regarding a student's academic progress and this will be incorporated in the final mark or grade sheet issued by the University. Students are not allowed to absent themselves from examinations, test papers, seminars and internal assignments without valid reasons. In addition, class tests are conducted by each departments after the completion of every module and remedial coaching is arranged for weaker students. The Department of Social Work (MSW), evaluates of the field work based on the overall performance of the students in all the practicum requirements, in addition to the evaluation by regular internal and model examination. Department conducts fruitful discussions related to previous question papers and issues related to current affairs in relation with approaches of social work theory into practice. The evaluation is also based on different training programmes, workshops and skill development activities provided by the department.

In every department, students are required to take seminars and present papers on current issues relating to their subject area. After each such session, discussions are held on the theme which provide them with more options for a detailed understanding. Question banks of all papers are made available to the students and discussions are held.

The teachers make an analysis of the performance of students after every examination in departmental meetings .The performance of the students and the results are communicated on time to the students. The weak students are given extra attention and their performance is discussed with the parents individually through open evaluation system. An open house programme is conducted in every semester to discuss the performance of the students in the presence of their parents. PTA meetings of each class are organized by class teachers twice in an academic year in order to make good rapport with parents. Each student can have access to their internal assessment records including attendance percentage with their unique id and password. Automated text messages are sent to the parents for intimating leave of students on a regular basis.

File Description	Document
Link for Additional Information	View Document

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

Response:

The University Academic calendar provides the affiliated colleges with the timetable to be followed in conducting exams. The University exam results are tabulated along with the internal mark secured by every student. The internal exams-2 in number-one class test and one model exam (set in the pattern of the university question paper they are to face later). The dates of the internal examination –test, assignments submission, as well as seminars and projects are informed in advance by the respective teacher. SMS's are sent to the students prior to exams informing their hall number and seat number for writing their exams to avoid time delay by searching their seating location.

The attendance is recorded meticulously and it can be also be viewed online everyday by the students. The results are published in the department noticeboard and measures are in progress to display it online for the scrutiny of the parents too. Those who are unable to attend the exam are given a chance to appear for the retest conducted by the respective departments.

If there are any grievances, it is reported initially to the teacher in charge. Those which are not solved are taken to the Head of the Department. At the third level, the problem is taken to the Principal. If there are any grievances from the students related to University results, a combined memorandum is submitted to the University authorities. University exams hall ticket related problems of the students are properly communicated with the University and are solved in time bound manner.

File Description	Document
Link for Additional Information	View Document

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

Response:

The college adheres to the overall format provided by the university calendar for conducting the activities of each year

Conduct of examinations follows the university calendar in its date, pattern and issue of results. The internal examinations dates are decided by the Staff Council and intimated to the students. The teachers are assigned invigilation duty and it is scrupulously conducted. CCTV camera is employed to ensure that there are no malpractices in examinations.

The internal marks form 20% of the maximum marks that can be scored by the student. As stipulated in University norms, Test 1 and Test 2 comprise 10 marks, 5 marks are given for attendance and 5 marks for assignment/ seminars/viva. The internal form –Form A for each paper as intimated by the University is prepared for each course and a consolidated Form B-is forwarded to the University and uploaded in the University Portal.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed on website and communicated to teachers and students. After the completion of the admission process, the department initiates the process of communicating the syllabus and curriculum of the particular discipline to the students succeeded by an orientation session.

With reference to the curriculum and syllabus, the programme and course outcomes are also discussed at the student meetings. This would help the students to get a sense of the scope and extent of the discipline concerned and the possibilities for further studies, including research.

There are separate departmental level committees for under graduate, post graduate and research programmes in all departments. The syllabus is discussed at the department level and various chunks of the syllabus are allocated to individual teachers, who would be in charge of monitoring programme and course outcomes via the conduct of internal tests, seminars and other methods including projects, field visits etc.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

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

Response:

The college has designed the teaching, learning and assessment strategies in such a way as to give enough weightage to each of the specified learning outcomes. Provision of a sufficient learning environment, proper implementation of the curriculum and effective evaluation system ensure the achievement of the specified learning outcomes.

The evaluation of the attainment of programme outcome is an important mechanism which provides a yardstick to visualize how far the institution has succeeded in accomplishing its purpose. Although the College monitors and ensures the achievement of learning outcomes in different ways.

- Comprehensive student feedback in prescribed formats
- Random feedback from students
- Feedback from parents, alumni
- Seminar presentations and class room debates
- Surprise tests
- Continuous assessment
- external examination results (university exam)
- Involvement in curricular and extracurricular activities since grace marks has been offered by the university
- Details of student progression
- Performance in practical sessions and field trips
- Involvement in doing UG and PG Project
- Performance in mock viva
- Paper presentations of PG students, MPhil Scholars and Research Scholars in National and International Seminars
- Participation of students in exhibitions conducted in college

The examination results and feedback reports are analysed by the IQAC and steps for improvement are initiated. Performance of students in extracurricular activities has been observed by the college Students' Union and the teachers-in charge of various clubs. The democratic system of student election is practicing in University College. University College has been successful in managing campus politics in a healthy manner without hindrance to the teaching- learning activities.

Both College Council and IQAC discuss the findings of the feedback of stakeholders and prepare action plan for the subsequent year, with the intention of attaining the learning outcomes. They review the performance of the institution with respect to the curricular, extracurricular and research activities.

The department level academic activities like internal assessment, tutorial classes, seminars, projects and academic discussions are reviewed by the department level monitoring committee.

The factors necessary for excellence like availability and accessibility of learning resources, timely appointment of faculty/ guest faculty, Faculty Improvement Programmes of teaching staff, infrastructural requirements etc. are reviewed by the College Management. The Principal, with the assistance of IQAC, monitors the academic-research activities, maintenance of discipline etc. The general discipline of the campus is monitored by the College Discipline Committee.

Results obtained in the semester examinations, higher education enrolment ratio, feedback from industries etc. all point toward the successful achievement of the learning outcomes by our students. The data collected is used for the implementation of various projects/ programmes to bridge the gap in learning outcomes. The programmes implemented include:

- Classes for improvement of communication and soft skills.
- Remedial teaching.
- Coaching for competitive exams like NET, Bank Coaching, Civil Service etc.
- Remedial programmes for weak students in different subjects
- Infrastructural support like INFLIBNET, Audio Visual Lab, language lab etc. are provided.
- Library has been digitalised.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 69.92

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

Response: 465

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

Response: 665

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.16

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: 0

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	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 10.69

3.1.2.1 Number of teachers recognised as research guides

Response: 14

File Description	Document
Any additional information	View Document

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

Response: 0.51

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

Response: 25

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

Response: 247

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Response:

K.E College has always been at the forefront in promoting scientific temper and innovation. The college always encouraged and appreciates research in emerging areas and new frontiers of knowledge. The creative ideas put forward by various departments are given due significance for implementation. Research Group led by Dr. Jesty Thomas, Department of Chemistry developed nanosized photocatalysts based on Nano TiO₂ and graphitic carbon nitride. These nanophotocatalysts are able to degrade persistent (nonbiodegradable) organic pollutants under sunlight. We found that, carcinogenic pollutants like endosulfan, 4 Chlorophenol and toxic dyes were completely degraded into nontoxic compounds under sunlight in presence of the developed photocatalysts. The efficiencies of the developed systems were scientifically proved and are accepted by international journals. Hence the newly developed solar photocatalysts can provide an important contribution towards environmental cleaning. This work is of great relevance in India, especially in Kerala where the adverse effects of persistent organic pollutants like endosulfan has gained much attention. In the beginning stage itself (in the year 2011) this research was quoted by American Bar Association in the article entitled "Where is Agronanotechnology heading in the United States and European Union?".

Dr. Mercy Mathews of Physics department is elected as a member of Kerala Development and Innovation Strategic Council (K-DISC). Research and post graduate department of chemistry is offering a free water analysis program for the public in the nearby Panchayat. Physio-chemical analysis of drinking water is carried out as per standard procedures. Department of Chemistry is supporting the nearby schools for setting up full-equipped chemistry laboratory.

The college has a sophisticated instrumentation centre which houses the state-of-the-art facilities including FTIR, UV-Vis DRS, photoluminescence etc, which are extensively used by researchers and teachers across the state. Faculties of Physics and Chemistry department expertised in scientific research at international level offers the research level measurements in the above mentioned facilities in the college.

Department of physics conducts energy conservation/environmental awareness programmes (talks, exhibitions and poster/painting competition) in collaboration with Cochin Refinery and BPCL. Employing the research knowledge, Department of botany offers services to the general public by identifying different plants, and educating the honey making process, plant propagation and mushroom cultivation. A network lab is set up to promote e-learning and for video conferencing.

NSS volunteers of the college were trained to provide legal awareness to the general public of Kottayam under the "Love Kottayam" programme. This was undertaken to make Kottayam district the first legally literate district in the country.

Our students are trained to make Vermicompost and organic farming under the guidance of students and faculty members of Zoology department of the college. Students are acquainted with farming by doing tapioca plantation in a farming place near to the college. Students have successfully cultivated tapioca and learned the farming skills and enjoyed the cultivation process.

College magazine, published annually offers ample opportunities to students and teachers to showcase their talents. An interdisciplinary research journal, “*New Numbers and Letters*” publishes the research activities of the eminent researchers.

File Description	Document
Link for Additional Information	View Document

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

Response: 1

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
01	00	00	00	00

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

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

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	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.14

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 02

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

Response: 14

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

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

Response: 0.29

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
12	6	7	6	4

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

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

Response: 0.55

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
17	13	21	9	6

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

3.4 Extension Activities

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

Response:

Activities towards the welfare of neighborhood community are promoted mainly through the functioning of different clubs and organizations like NSS, NCC, CSM, Jesus Youth, Encon Club etc. Under this aegis, community development programs such as street plays, rallies, flash mobs, surveys and awareness classes on socially relevant issues like antinarcotism, anti-liquor addiction etc. were conducted by the college for the enrichment of the public.

House construction, blood donation, cleaning campaigns, Onam food kit supply to the adopted villages etc. are some of the important activities of the NSS unit. The seven day camp on organic literacy campaign, "JAIVAM- 2017" by the NSS unit has imparted knowledge of organic farming to the people of Athirampuzha Panchayath. As a part of this programme our NSS volunteers visited around 5000 houses. Various activities of NSS in 2017-18 subsume 'Active Citizen Program', 'Social Literacy Training Program', 'Energy Conservation Rally' and 'Cancer Awareness Program' etc. A homeo medical camp to prevent the spread of jaundice in the locale of the college was also organized. NSS volunteers are trained to impart fundamental literacy to the citizens of Kottayam district under the "Love Kottayam" programme.

“Harithakeralam” program conducted by the college in association with Kerala Agricultural Department endeavored to transform abode to a greener haven. The special camping program, “Jwala 2016” emphasizing the theme ‘Healthy Youth for Healthy India’ ignited many young hearts. Voluntary blood donation and heart health seminar are few activities of NSS during 2016-17. The library put together by the NSS at Kattachi Govt. L.P School contained 300 books which were donated by the students and faculty of the college. In 2015-16, the main NSS activities are Antinarcotic rally, quiz on Swachha Bharath Mission, E- jaalakam training program, Chennai flood relief fund collection, Collection for Kerala State Council for Child Welfare etc. A camp was conducted at Govt. Tribal School, Valacode during 2014-15. During 2013-14, NSS unit’s drama club staged the drama on women empowerment “Perariyathorupenkutty” in the college auditorium.

The two NCC units (Both Navy and Army wing) of the college have also actively involved in spreading the policies of antinarcotism, anti-alcoholism, through rallies, seminars and camps. ‘Jesus Youth’ unit of the college engages itself in activities like food distributions to various nearby hospitals, orphanages and old age home visits, thereby effecting an overall spiritual development of the students. Mental health promotion, geriatric care and counselling service, palliative care and life skill training are conducted by the department of Psychology in collaboration with Kerala Police, different schools, etc. The Chemistry department undertakes Blood group detection, setting chemistry labs in schools and water quality monitoring. ‘ENCON’ club along with physics department has conducted quizzes, seminars, poster presentation competitions etc. to spread the message of energy conservation and environment protection to the students. The department of Zoology initiated “Birds Club International” in college by planting trees in about 2 cents of college grounds. Students from Economics department associated themselves in the ‘Athirampuzha Agricultural Fest’ and conducted studies on the farmers of 22 wards of Athirampuzha.

File Description	Document
Link for Additional Information	View Document

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

Response: 2

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	01	0	0	1

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

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

Response: 78

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
19	14	17	04	24

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

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

Response: 0.4

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
13	7	8	1	9

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

3.5 Collaboration

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

Response: 119

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
49	35	14	16	5

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

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

Response: 1

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
01	0	0	0	0

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

NAAC

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:

Our institution provides state-of-the-art infrastructure to the students. The institute also boasts a sprawling eco-friendly campus with modern buildings, technology- enabled classrooms, spacious hostels for the students, seminar halls and an auditorium. A research block is being constructed for the promotion of scientific work in the college. The College has a Central Computer Lab with 75 systems. The institute also has a well-stocked library with numerous journals of national and international repute. We also have a separate library for the self-financing block. Many departments have mini libraries which are intended for the students.

The holistic development of the students is our focus. The college has 75 classrooms, 14 laboratories and 3 seminar halls for conducting academic and non-academic programmes. In addition, we have a total of 17 UG departments and 11 PG departments. There are 19 faculty rooms in total. Also there is a rest room (exclusively) for girls. We have a total of 158 functional computers aiding in enhanced learning and evaluation. We also have CCTV cameras fixed in 20 class rooms. The college also provides three reprographic facilities for the benefit of students and research scholars.

The department of Chemistry and Physics boast a research laboratory with the latest instrumentation and computational facilities. The Chemistry department also provides a water analyzer which is accessible to the public. Facility for unlimited internet access is provided to all the departments for harnessing E-resources. The College provides ramp and wheelchair facilities for disabled students.

With the purpose of assisting children to adjust with new environment and managing academic and personal stress, a Counselling Centre is run by the institution. All students of the college can come freely to the centre every Wednesday for counselling purpose. Professionally qualified counselors from the Psychology department and from external agencies are leading counseling sessions.

The college provides two residential facilities for both male and female students. The women's hostel is run by the CMC Sisters. Men's hostel is run by the management. Two sports hostels for men (Volley ball and Basketball), under the aegis of the sports council, are also functional in our college. A Generator is installed to ensure uninterrupted power supply in the campus.

File Description	Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga

centre etc., and cultural activities**Response:**

Our institution provides adequate infrastructural facilities for both indoor and outdoor games. We also have a well-maintained ground for outdoor games like badminton, volleyball, football, basketball and a cricket stadium. We also have a well-maintained indoor stadium with the state- of- the- art facilities. The area of Indoor Stadium with multipurpose games is 905.20 square meter. We also have a facility for 200 meters track.

The cultural club of the college conducts a cultural event every week and has the active participation of students from all the departments of the college. The sunbeam park of our college is a treat for the visitors. We also have a park in front of the Psychology department, with benches intended for students and teachers, where cultural programmes are conducted every week.

<i>Sl. No</i>	<i>Facility</i>	<i>Size/ Area</i>
1	Volleyball Court	18 m x 9 m 162 sq. m
2	Basketball Court	28 m x 15 m 420 sq. m
3	Football court	90 m x 45 m 4050 sq. m
4	200 mts track	90 m x 50 m 4500 sq. m
5	Indoor Stadium with multipurpose wooden flooring court	905.20 sq. m
6	Wrestling Mat	12 x 12 m Diameter
7	12 Station Multi Gym	
8	Hand ball Court	40 m x 20 m 800 sq. m
9	Kabaddi Court	12.5 m x 10m 125 sq. m
10	Kho- Kho Court	29 m x 16 m
11	Badminton court	6.1 m x 13.4m
12	Chavara Park	40 m x 27 m
13	Auditorium cum Exam hall	20 m x 40 m
14	New Seminar Hall	35.7 m x 7.6 m
15	Christopher Hall	17.7 m x 7.2 m

File Description	Document
Link for Additional Information	View Document

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

Response: 36.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 28

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 39.64

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
60.00	150.00	220.00	100.60	29.50

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

4.2 Library as a Learning Resource

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

Response:

The college library is fully automated with separate reading facility for faculties and students. The college

library has a wide repository of books, journals, CDs, newspapers, magazines, e-resources, previous years' question papers etc. The library also provides specialized services including photocopying facility, E-library Solution search, reservation of books, INFLIBNET N-LIST programmes, Book bank scheme and extension activities. Special sections of books are earmarked for WWS, SSP, NET coaching, remedial studies, Civil services/competitive examinations, FIST and career guidance.

. The details of all books can be accessed either manually or with the aid of the computer. The students as well as the staff could easily find the details regarding the books they intend to refer by typing the keywords. All the books are bar-coded and are easy to issue and return. The identity cards of the students utilized for this process. A chip is included in the identity Card and the students are allowed to enter the library by swiping their card in the access control system. Two access control systems are meant for both entry and exit. The photo and details of the students are displayed, while they are using the same. We also have a computer center, where students could spend their time referring and reading-journals and online articles.

The college library is fully automated with KOHA software version 3.16.05.001.

Library holdings	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Issue Books	42212	43288	43952	44108	44187
Reference Books	8900	8935	8965	8990	9000
e-Books	51000	51000	51000	51000	51000
Journals	31	37	37	37	37
e-Journals-N list	INFLIBNET-NLIST	INFLIBNET-NLIST	INFLIBNET-NLIST	INFLIBNET-NLIST	INFLIBNET-NLIST
Digital Database	KOHA	KOHA	KOHA	KOHA	KOHA
CD & Video	250	250	270	270	270

File Description	Document
Link for Additional Information	View Document

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

Response:

Special sections of books are earmarked for WWS, SSP, NET coaching, remedial studies, Civil

services/competitive examinations, FIST and career guidance. The main library's extension includes an archival section, where rare manuscripts, rare books etc. are kept for reference. However, all these valuable possessions are never transferred to the main library to preempt future contingencies like theft, misplacement etc. The extension (in the monastery) was also meant to be accessible to the public.

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

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 1.55

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
1.49	1.52	1.18	1.56	1.99

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

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 2.59

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

Response: 60

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Every department has access to computers with wi-fi facilities, which enable teachers and students to switch over to IT supported teaching-learning methods. The computer point (Aided) has about 50 computers with the aim of aiding the students in their learning process. The College constantly replaces those computers which are beyond repair. The software gets updated every year. The College enhanced the bandwidth of NMEICT connections four times of the existing speed. Now our new bandwidth is 40 Mbps. The departments of Physics and Chemistry have computer labs of their own. The self-financing departments of our college have computer labs, which are meant exclusively for their staff and students. They have a total of 25 computers in their labs. In addition, the institution has 5 portable projectors which

are accessible to the departments at any time. The college has a well-equipped fully automated library with computers for accessing digital materials through Inlibnet-N- List and browsing the internet. The newly functional IQAC of the college has two computers with LAN and internet connectivity to facilitate documentation and communication management system. A printer and scanner cum photocopier have also been provided for the IQAC.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 17.92

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 61.62

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
152.44	198.56	242.92	121.75	76.49

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

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

Response:

There are specific personnel appointed for maintenance of infrastructure. The technical staff attached to the respective laboratories service the equipment to the extent possible.

Laboratory

Lab equipments are strictly inspected by the Lab Assistants before allotting it to students. Users Register is maintained in each laboratory. Students are charged for any loss or breakage of equipment and glass wares. Funds from State/ Central Govt. and the UGC are also utilized for the maintenance.

Moreover at the beginning of each academic year, students are given proper orientation regarding use of laboratory equipments, dress code, disposal of waste, safety measures, first aid tips and maintenance of discipline.

Library

Library has adequate physical facilities. Library resources are augmented every year with newer editions and titles. Library operations are effective and user friendly. The Library Advisory Committee identifies the developmental needs and form rules and regulations of the library. Books will be loaned for the period of 14 days. If the book is damaged or lost, student has to pay a fine at the rate of three times the cost of the book.

Sports complex

The college is proud to have a well maintained indoor stadium. It is mainly used for basketball, volleyball matches, training sessions and yoga sessions. The students of the neighbouring basketball academy do

regular practice sessions in the indoor stadium. The general public use basketball and shuttle badminton court on a regular basis. The college steadfastly maintains the multipurpose ground in good condition.

Computers

Computers and electronic gadgets are regularly maintained by the staff members of the computer point. Regular software updation and installation of anti-virus packages are done. Back up data of all important documents are maintained. Certain sites which could be misused by students are blocked using firewall in the students lab. Keeping in mind the increasing use of internet facilities by students and faculty members, the bandwidth has been increased from 10 to 40 MBPS.

Class Room

The Administrative Officer supervises the maintenance of the class room and its furniture. All rooms in the college are numbered. All items in the class room including benches, desks, lecture stand, chairs, writing boards, electrical and electronic equipment, dusters etc. are numbered. Stock registers are maintained for each room and regularly updated.

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: 23.67

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
411	432	420	437	440

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

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

Response: 7.95

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
139	113	170	161	134

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

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

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

Response: 8.67

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
144	312	101	267	0

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 2.47

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
33	74	77	33	18

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:** 5.41

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
31	6	46	33	34

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

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

Response: 19.47

5.2.2.1 Number of outgoing students progressing to higher education

Response: 147

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

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

Response: 17.94

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
4	10	12	12	7

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
57	48	56	49	44

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

5.3 Student Participation and Activities

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

Response: 1

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
0	01	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	View Document
Any additional information	View Document

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

Response:

Kuriakose Elias College has an active Student Council, namely the College Union. The Union executive members are elected from the class representatives who are elected through the secret ballot. The union has a Chairman, Vice chairman (a female representative), General Secretary, Magazine Editor, two University Union Councilors, two lady representatives, Arts club Secretary and Class Representatives under the guidance of the Union Director who is a teacher. The Union organizes various activities like Onam celebration, Christmas celebration, Keralapiravi celebrations, Arts and sports competitions, Food fest exhibitions and various other programs. All students's related activities are carried out under the leadership of the College Union, advised and facilitated by the Union Director. All important decisions are

taken in the combined meetings of the union executive members, class representatives and association secretaries, which are organized regularly. Apart from the College Union, the activities of clubs and forums like NSS, NCC, Women's cell, Debate club, Film club, Quiz club, Nature club etc have student representatives as Secretary and Joint Secretary along with the Faculty Director. Student representatives are also given opportunities to associate with administrative bodies like IQAC, Canteen Committee, Anti ragging Committee, grievance Redressed Committee etc.

File Description	Document
Link for Additional Information	View Document

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

Response: 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
18	22	17	10	16

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

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

Response:

KURIAKOSE ELIAS COLLEGE ALUMNI ASSOCIATION, MANNANAM

The Kuriakose Elias College Alumni Association is a non-registered active alumni association. The Alumni association has been actively involving in the strenuous efforts to form the young generation. The aim of the association is to re-unite in the nest from where we grew and flew off. The annual alumni meet takes place on the 26th January in every year. The members in the alumni association renders meritorious and praiseworthy services in various capacities in and outside the country. The alumni association is

strong with talented and committed persons from different fields as academicians, politicians, clinicians, managers, professionals and skilled personnel belonging to different walks of human life.

The college alumni members belonged to various department alumni associations had been functioning independently as there was no separate college alumni association until 2017. There are twelve department level alumni associations that are very actively supporting the curricular and extracurricular activities of respective departments. Various programmes of the alumni association are organised and executed by the leadership of the executive committee under the efficient leadership of the college principal and alumni association secretaries.

The KEC Alumni Association renders an appreciable service and support to the college in organising various functions and events. In every year there are alumni lecture series organised by the alumni association. An average of fifteen alumni lecture series on various themes were organised by the association till now. Programmes such as AWAKE, the cultural festival competition for the special school children, Psych-Ex, the Psychology National exhibition, Commerce fest, English Literary feast, national and international seminars etc. are organised in collaboration with the alumni association.

There are various scholarships given by the department alumni associations to the students who excel in the academic performance. The alumni association also gives freeships to the students who are coming from low socio economic background. Among the outstanding contributions rendered by the various department alumni associations, two noteworthy ones are by the Psychology and Chemistry departments. The alumni association belonging to psychology department contributed four lakhs rupees to begin National level Psychology Quiz for the college students every year. The alumni members of Chemistry department contributed a good amount to renovate the lab and class rooms.

The Kuriakose Elias College Alumni Association together with various departmental alumni associations render a significant contribution to promote the academic excellence through various curricular and extracurricular activities. The associations function as a bridge between the campus and the career life, so as to introduce present students to the professional world and to make them proactive to face the challenges that may emerge in their career path.

The alumni meet and other get-together of the alumni members provide the students of the college to have personal contacts and encounter with the alumni with their varied and rich experiences in different walks of life. Personal encounter and sharing of the personal experiences with the alumni open new vistas and create a new confidence in them.

File Description	Document
Link for Additional Information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 33

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
13	08	07	03	02

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

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:

Kuriakose Elias College is fulfilling the vision of its founder St. Kuriakose Elias Chavara, the great social reformer of Kerala.

The vision of the college is “to become a centre par excellence of learning, unique in experience, value based in approach, and committed in service, for enriching and fulfilling life”.

The college is engaged in a profound mission “to facilitate comprehensive and integral development of individuals who effectively function as instruments of social change imbued with righteousness and courage of conviction; Dare to dream and strive to achieve.”

The college which is located in a rural setting strives to educate and uplift the downtrodden and marginalised sections of the society by providing quality education from graduation to research level.

The College is managed by the St. Joseph’s Monastery, Mannanam through a managing board consisting of the Prior of the Monastery, Principal of the college, Councilor for education of the province, College Administrator, Vice principal and an elected member of the faculty.

College Council

The College Council is a statutory body consisting of the Principal, Heads of the department, two elected members from the teaching staff, Office superintendent and Librarian. All policy decisions are taken by the Council. It also discusses academic, administrative, discipline and other matters of importance pertaining to the internal affairs of the college.

Principal

The Principal implements the objectives of the institution in consonance with the quality police and shares the vision through the periodic governing body, IQAC and Staff meetings. The Principal motivates the faculty members and acts as a facilitator of the academic, personal and social development of the students.

Head of the Departments and Faculty members

The heads of every department overlook the smooth functioning and effect of the curricular and co-curricular activities within the departments. The faculty bestows quality education keeping in line with the objectives of the institution . The faculty also deals with mentoring, life guidance classes, motivational training sessions etc.

The disciplinary matters of the college are referred to the discipline committee. The discipline committee comprises of the principal, vice- principal, conveners and Heads of the department. The committee submits

its recommendations to the college council. With regard to the discipline, there is an anti-ragging committee functioning in the college. It consists of a faculty convenor, parent's representative, a representative from the local self government, S. I. of Police and student representatives.

IQAC

IQAC defines the quality benchmark parameters for enhancing the overall academic ambience in the college. It monitors the performance of the department, and faculty through semester wise academic audit which includes academic and non-academic activities. It keeps an account of the various programmes organized by the college.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Principal along with the Financial Administrator and the Office Superintendent supervise the day to day affairs of the college. The IQAC and the Staff council decide upon the various quality enhancement strategies.

All the important matters pertaining to the College are planned and thoroughly discussed in the College Council. The Council which consists of representatives from all departments provides a suitable platform for generation of new ideas and its implementation. The Council appoints different sub-committees for the conduct of important events and matters like formulation of special timetables, conduct of annual get-together and staff tours etc.

The Principal in collaboration with the Heads of the Departments, conducts the academic matters of the College in a smooth manner. The teaching and non-teaching Staff Secretaries coordinate all the administrative matters of the staff members. The office matters are handled by the administrative staff under the guidance and supervision of the Office Superintendent.

The institution adheres to participative management strategy in the planning and execution of the institutionally relevant initiatives. The conduct of the college union election is one of the most important activities done in a collaborative and participative manner.

The University stipulates the important dates and informs them to the college in advance. As a policy of the college, the union election is conducted by all the departments in year wise rotation. The returning officer is appointed by the Principal from that department.

The Returning officer prepares the duty list of the teaching and non-teaching staff required in each stage of the conduct of the election. A staff meeting is convened before the polling day in which all the teaching and non-teaching staff take part and a familiarization of the manners of the poll process is done. The queries of the staff members are also clarified and are familiarized with the poll process.

On the day of the poll, the faculties concerned, in the presence of the students, maintaining the secrecy of voting and transparency, administer polling. After the stipulated time for polling, the ballot papers are counted in the presence of the candidates or representatives and the result is declared. The result is then intimated to the Returning Officer. The second phase of the election starts with the submission of the nomination for the elected representatives from the classes. It is followed by a scrutiny which leads to the actual polling in the second phase. The allotted faculty in the second phase takes part in the conduct of the poll under the leadership of the Returning Officer. The elected representatives cast their votes through the secret ballot system. The total number of votes cast is counted at the end and the result is intimated to the Principal, who makes the official declaration.

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

6.2 Strategy Development and Deployment

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

Response:

The college has a definite and clear cut perspective plan regarding curricular aspects, teaching learning and evaluation, research consultancy and extension, infrastructure and learning resources and student support.

As a part of the constant academic quality improvement, the college has introduced a variety of new courses keeping in mind the changing educational scenario of the state and academic needs of the student.

In accordance with the far sighted vision of St. Kuriakose Elias Chavara the management took great initiatives in introducing new courses both in the regular and self financing stream. The newly introduced courses are M.Sc Psychology, M. Com(Banking and Insurance), M A English B.Sc Psychology, B. Com (Finance & Taxation), B. Com (Computer Application). Vocational courses like B. Voc (Marketing Management and IT) and B. Voc (Retail Management and IT) were started taking into consideration the present employment opportunities in respective fields. The new self financing block equipped with spacious class rooms and computer labs contributed greatly to the ambience of the college.

Two post graduate departments of the college, namely Economics and Chemistry were raised to the status of Research Departments to enhance the research climate of the College.

K E College has always been a hub for students interested in sports and related activities. Sports help out in bringing out the latent talents of the students and also provide them with physical fitness, team spirit, healthy competition and also job prospects. Every year inter university basket ball competitions are hosted by the college. Occasionally the college also hosts inter-university volley ball matches.

In view of the above, the college has set up a temporary sports hostel. The setting up of a new hostel with more intake capacity is in the anvil. Meanwhile the college has successfully set up an indoor stadium (with

UGC fund), state of art basket ball court, shuttle court, Volley ball court etc. The sports facilities of the college are extensively used by the children and youth of the local community of Mannanam area.

The multipurpose indoor stadium has wooden flooring consisting of shuttle badminton, volley ball and basket ball courts.

To cater to the recreation facilities of the students, the college has made available free space for students to relax and also interact with others. It's given the name 'Chavara Park'. The Chavara park serves as epicenter of all cultural programmes of the College.

To ensure safe drinking water to all students in the college, water coolers are setup in every floor. A new water treatment plant to treat the entire water supplied to the college is also being established.

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

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

Response:

K.E College, Mannanam is an aided college affiliated to Mahatma Gandhi University, Kottayam. The College is managed by the St. Joseph's Monastery, Mannanam. The Prior of the the Monastery is the Manager of the College. The general management of the College is vested in the Managing Board. The Managing Board comprises of President, Secretary, Councillor for Education, Administrator, Vice Principal and a Legal Advisor Other members are appointed by the Manager in accordance with the bye-law of the Managing Board. The Manager appoints the Principal for the governance of the internal administration of the College. The Principal is assisted by Vice Principal, Financial Administrator, 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 and Disciplinary Committee. He consults the Management, Staff Council and other committees on various matters. The **College Council** is a statutory body which properly represents the teaching staff and constituted in accordance with the statutes of the Mahatma Gandhi University. It consists of the Principal, the HODs including the Department of Physical education and four elected representatives from the teaching staff other than heads of the Departments, Librarian and Office Superintendent. The College Council assists the Principal and advises him in the day to day administration and internal affairs of the college and co-ordinates the various academic and co-curricular activities. Each department works under the respective HoDs. The HoD is responsible for the preparation of Department time table, work allocation among teachers of the department concerned, review of Teacher's Diary, conduct of internal examination and the submission of various reports to the Principal and to the IQAC. **Class teachers** are assigned for each class to ensure personal care, attention, guidance,

counseling, evaluation and assessment of each student in the class. **IQAC** is set to build and ensure a quality culture in the College.

The Principal exercises his power in a democratic way delegating it to the HoDs, the Superintendent and the conveners of the different committees. The **PTA** provides a common forum for the parents, teachers and management to discuss matters of importance related to the institution. The **Women Cell** is an association of **women** students of the College by providing opportunities for developing their talents, conscientisation of their equal rights and act as a forum to discuss their problems. **Anti-ragging Cell** and **Discipline committee set up** to maintain the institutional discipline. The **Career Cell** endeavors to equip the students with the skills demanded of them by the job market. **Examination Cell** works in co-ordination with the Departments conducts internal examinations on a scheduled common time table. Placement Cell deals with providing conducting campus recruitments and placements of the students. **Anti Narcotic Club** gives proper guidance and advice to the students. Film Club provides a platform for those students who are aspiring for working in film industry. **SC/ST Cell** monitors carious schemes of the University and Government for the welfare of the SC/ST students.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: C. Any 3 of the above

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

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

Response:

Anti-narcotic Cell

Anti-narcotic cell of the College, tries to achieve a drug free campus, engaging the students in anti-narcotic activities and motivating students to become volunteers of anti-narcotic activities in their life. The activities of the club include conducting awareness programmes in association with Excise department. The extensive use of narcotics within and outside educational institutions has become a serious concern nowadays. Drug dealers target students both as carriers as well as clients. It's high time for teachers and parents to work against and eradicate this evil force. The highly energetic youth can be guided by educating and at the same time by warning against the adverse effect of narcotics. As per the directions of the Excise department, Government of Kerala, M G University and understanding the moral and social responsibility, the college constituted an Anti-Narcotics cell. The objectives of the Anti-narcotic Club include ensuring campus-safe campus programmes on issues like abusive side of narcotics, drug addiction, law system and related topics, conducting anti-drug rallies, conducting poster presentation on the shocking health effects of narcotics and ensuring no sale of tobacco/narcotic products inside the premises and within the radius of 100 yards from the college. The following are some of the activities undertaken by the Anti-narcotic club of the College during the last two years. During the year 2016, the Cell undertook Street play, Awareness Rally in association with NSS. The College was awarded as the Best College in the District by the Excise Department, Government of Kerala, which engages in anti-narcotic activities which was awarded by Sri Suresh Richard, Divisional Deputy Commissioner. Along with that Abin Johny 3rd Degree B.com was awarded as the Best Volunteer in District level. During the year 2017, in collaboration with the excise department Government of Kerala, the anti narcotic cell took part in VIMUKTHI 2017. As part of that a poster designing and display, awareness talks was held in the college campus.

Date	Programme /Activity
3/12/2015	Inauguration and awareness programme
25/1/ 2016	Awareness program- for B.Com (Self-financing and B.Voc students) and poster display

27/6/2016	Anti-narcotics day celebrations and programmes in association with NSS-Street play, Award Rally.	
8/8/2016	Awareness program and distribution of awards for best college for anti-narcotic cell activities best volunteer (Abin Johny –III B.com) in district level	
26/6/2017	Awareness Rally	
26/6/2017	Street play and leaflet distribution	
6/3/2017	Vimukthi 2017 -Class wise awareness programme, poster display	

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

6.3 Faculty Empowerment Strategies

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

Response:

The College provides a lot of welfare schemes to its staff and has been availed as and when they are needed.

- Co-Operative Society in the College, directed and managed by staff with Government registration which provides various services like deposit and loan to its shareholders
- Faculty enhancements Programs are periodically arranged to motivate on teaching and knowledge updation.
- Celebration of important festivals for the teaching and non-teaching community
- Annual Get Together
- Staff tour
- Teachers welfare Fund

- Provision of Welfare fund on untimely demise/illness of staff members
- Financial Support to the Teaching Staff for attending Seminars
- Hostel Facility for teachers on demand
- Canteen providing subsidized food.
- Lunch Room
- Lab Facility is provided to teachers to conduct research
- First Aid Facility
- Parking Facility
- WiFi Campus
- Multi-gym
- Uniform for the Security Staff
- Medical Inspection Wing
- K.E College Co-operative Society Ltd No.K-621, Mannanam
- College Canteen
- Shuttle court, basket ball, Volley Ball and provision for indoor games
- Yoga Room(Christopher Hall)
- Counseling Facility on Demand
- Grievance Redressal Cell
- Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place
- 15 days casual leave 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 by every teaching staff.
- 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
- Lady teachers can avail six months Maternity Leave as per Government rules
- Paternity Leave is given to male teachers on request
- Government offers various mandatory Insurance Schemes to the staff
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff

File Description	Document
Link for Additional Information	View Document

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

Response: 4.38

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
5	5	7	05	04

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

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

Response: 1.4

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
2	0	3	0	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Response: 9.07

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
15	7	5	14	12

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

Teacher's Evaluation by Students

The students are provided with an opportunity to evaluate the performance of the teachers to strengthen the quality of teaching –learning environment and to look for opportunities to improve teacher's performance in class room engagement with students, bring excellence in teaching and learning. 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, subject command, use of teaching methods/teaching aids, helping attitude, class control, laboratory interaction. 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 Performance Record

It is a mandatory process for every teacher to have the teacher's performance record to be furnished every year. In this stage the teacher furnishes the record in such a manner that it sheds light on all the activities pertinent to the creation and dissemination of knowledge including 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 teacher's performance record 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.

Academic Audit

The Academic Audit is an evaluative mechanism administered in the department annually to recognize and encourage good performance, to identify areas for development, and to improve overall performance of teachers. The performance of each department is assessed by a team comprising of Manager, Principal, Vice-principal and IQAC coordinator.

Performance appraisal- Non-teaching staff

The performance of the non-teaching staff of the college is assessed on the basis of the professional 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 improvement. Feedback is also taken from students. And also the Principal and the Vice Principal are in constant touch with them on each and every matter of day-to-day administration. Instant corrections and suggestions are made as and when a lacuna is noticed.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The financial management of the College is effectively monitored by the Managing Board, by conducting internal and external audits regularly.

The internal audit is carried out by the clerical staff responsible for accounting. The head accountant verifies the data and it is once again verified and scrutinized by office superintendent and Principal for the accuracy of financial data. During the internal audit, directions from higher education department and external chartered accountant are followed. At the end of each financial year, annual financial statement along with supporting documents is sent to Accountant General and Higher Education Department.

In the case of audit of funds sanctioned by Government/UGC, all the files related to the period of a specific scheme are submitted to external auditor (Chartered Accountant) for verification and audit certificate. The directions by chartered accountant are then included and final report and certificate are issued by external auditor. The certificate and supporting documents are then submitted to concerned authorities. The Department of Education used to audit the accounts of the college periodically and submit audit report to the college. Corrections, if any, for the expenditure are clarified and submitted as audit reply. The Accountant General also conducts the verification and suggests directions through audit report.

On behalf of the management, the College administrator keeps an account of the daily financial transactions of the college. Mr. Jobin Paul, Tax Consultant, Arpookara is appointed as internal auditor for the expenditure of management account. At the beginning of every month, the internal auditor verifies the accounts and prepares the ledger. The external auditors periodically check the accounts and give directions. At the end of the financial year, they prepare the annual financial statement and the audit report.

File Description	Document
Link for Additional Information	View Document

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

Response: 7.17

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
3.15	2.06	1.31	.45	0.2

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

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

Response:

The college has a well-defined policy of fund mobilization and its optimal utilization. The accounts are fully computerized and every transaction is supported by the vouchers or bills. Only duly authorized persons can operate through the bank. For effective check on the accounts, the two-tier system is followed - the internal and the external audit on a continuous basis.

The means for mobilization of funds by the college are:

- UGC/DST/FIST Funds
- Funding from various Government Departments
- Central and State government funding for NCC and NSS
- PTA Funds
- Scholarships and Endowments
- Contributions by Staff members
- Financial assistance from management
- Financial assistance by alumni members and well wishers
- Fees collected from self-financing courses deposited in college account
- Rent obtained for conducting competitive exams in the college

The college has a proper mechanism for effective and efficient use of available financial resources.

- The Governing Board is the authority for taking financial decisions and related matters, which constantly monitors and encourages the proper utilization of allocated funds as per need.
- The preparation, division, allocation and utilization of funds are monitored by the UGC-DST Cell.
- The purchasing process is initiated by calling the quotations and after the negotiations, purchase order are placed.
- The payments are released after delivery of the respective goods. It is done as per the terms and conditions mentioned in Purchase order.
- All transactions require transparency through bills and vouchers. The bill payments are passed after verification of items. Only the authorized person operates the transaction through bank.
- Respective faculty member ensures whether suitable equipment/machinery with correct specification is purchased.
- The entire process of the procurement of the material is monitored by the faculty member, the Principal and the College office.
- Financial audit is conducted every year to verify the compliance by chartered accountant.

The means for effective utilization of funds are

- Funds from UGC (Rs. 972800/-), DST- FIST (Rs. 77 Lakhs) are used for the development of infrastructure facilities for research and teaching.
- Contribution from staff members are used to support financially and socially backward students.
- PTA funds are used for instituting scholarships and endowments for meritorious students.
- Funds from the Excise Department are utilized for conducting awareness programmes against drug abuse.
- Funds from forest department are used for organizing nature camps.
- Funds from Women's Commission are used for conducting programmes on women empowerment.
- Funds from management are used for the daily expenses and annual maintenance of the college building.

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

6.5 Internal Quality Assurance System

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

Response:

IQAC has a clear-cut strategy to ensure institutional quality thereby assuring an efficient learning environment. Two notable best practices institutionalized as a part of IQAC initiatives are Teacher's performance record (TPR) and student's orientation entitled "Prarambha".

Teacher's performance Record

Every teacher has to maintain a TPR to record the day to day activities he/she is engaged in. All activities both academic and non-academic are documented under this unique initiative by the IQAC.

The record gives a holistic picture of the classes engaged by the teacher, faculty development programmes attended, papers presented etc. It is also a record of all the duties undertaken by the teacher with respect to the curricular and extracurricular activities of the college and respective departments. TPR also provide provisions for recording the status of research and other project works. Details of workshops, conferences and seminars attended can be also entered into this record. It even lists out the books or journals read by the teacher. The teacher performance appraisal section in the TPR helps in self-evaluating different aspects of the teaching process like the method, time management, knowledge, communication, personal bearing etc. The details duly furnished by the teacher in the TPR are verified by the Head of the Departments concerned and is finally submitted to the Principal for further evaluation and authorization.

Prarambha

Prarambha is an annual mega event conducted by the college initiated by the IQAC. At the beginning of each academic year the newcomers of the college along with their parents are invited to the college. As they step into a new academic venture, the students along with their parents are to be given a proper orientation.

The day's programme begins with an all religion prayer. The audience is then introduced to the myriad aspects of the college like its history, infrastructure facilities, achievements of students and faculty, various curricular and extracurricular activities etc. All the departments and the faculty members are also introduced to the audience through a powerpoint presentation. Details of different scholarship schemes, fee concession and financial support are also given to the student community.

The principal sensitizes the students on the rules and regulations of the college and general norms to be practiced there. All other dignitaries like the Manager of the college, Vice Principal and Staff secretary also give motivational talks.

An eminent personality from the field of academics is invited to give a powerful presentation to students and parents. All the students along with their parents are guided to their respective classes where department wise orientation is held. The Class teachers speak about the course outcome, sensitize the students and parent community on the course structure, internal evaluation and examination schedule.

File Description	Document
Link for Additional Information	View Document

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

Response:

The college reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC to ensure quality enhancement in its every aspects. The semester - wise academic performance of each department is evaluated and necessary actions are taken to overcome the flaws. Frequent feedbacks are obtained from the students on syllabus and teachers' performance to get better insight on the outcome of teaching learning process. The Academic Audit conducted at department level evaluates the adequacy of its education quality reforms. Regular counseling sessions are held to ensure psycho-social wellness and sound mental health in students.

Thus IQAC has always introduced timely measures to evaluate the institutional quality and to promote the holistic development of students. Two such notable practices are the Mentoring system and Students' Feedback on Teachers

Mentoring system

Mentoring, a globally accepted system was introduced in the college from the year 2016. The practice of the mentor system was started, recognizing the need for the present day college students to have a friend, counselor and guide on the campus. This practice is aimed at fostering a better rapport between the students and the teachers at a personal level. In this system each teacher is assigned with a number of students. Regular interactive sessions are held between the mentor and mentees. These interactions help the mentors to have a comprehensive record of the mentees' activities, academic co-curricular achievements and problems. The Students are also guided regarding their career options.

In 2016, students enrolled in the current academic year were brought under the mentor: mentee system with a ratio of approximately 1:20. In 2018, the college was successful in implementing the mentoring system completely to the whole college with the ratio not exceeding 1:20. The mentee has the same mentor throughout his/her college years. The details of each mentoring session are maintained by the mentor in the "mentoring record book". Those students who are emotionally and mentally vulnerable are directed to the counseling centre, where ample support is given.

Feedback on Teachers

Regular feedbacks are taken from students on the teaching and learning process. Students were asked to analyze different aspects like time sense, subject command, punctuality, helping attitude and class control of the teacher. Each teacher was asked to analyse the feedbacks and prepare an "action to be taken report" on the same. Teachers were asked to incorporate the necessary changes in their teaching process, in order to improve the quality of teaching learning process.

File Description	Document
Link for Additional Information	View Document

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

Response: 5.8

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
9	3	4	6	7

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

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

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

Response:

The institution has undergone numerous upgradations incorporating the reform measures suggested by NAAC Peer team .An overview of the multi-domain quality enhancement processes over the past five years are given below.

ACADEMICS

- Over the last five years, the students strength increased from 1485 to 2217.
- 3 UG and 3PG courses were introduced.
- Advanced learners are subjected to quality enhancement programs like Walk with Scholar.
- Slow learners are assisted through Scholar Support Program, peer learning and remedial coaching.
- Shortage of teachers was met by recruiting a number of qualified faculties.
- Quality enrichment programs were conducted for both students and teachers.
- IQAC initiated Academic audit in all Departments.
- Student centric, ICT enabled, participatory, and interactive methods based on e journals, e books, e-content on internet , INFLIBNETetc were introduced.
- New initiatives to monitor the quality of teaching learning process-mentoring system, feedbacks and Teacher's Performance Record ,

RESEARCH

- Constitution of a special Research Committee.
- Two new research centres-Economics & Chemistry.
- Major & minor projects with a total outlay of Rs. 9279800 were taken.
- Government of India sanctioned a sum of Rs.77 Lakhs under DST-FIST scheme to strengthen teaching and research facilities in all science departments.
- Four faculty members secured PhD and six teachers currently pursue PhD.
- Construction of a research block was initiated.

INFRASTRUCTURE

- Construction of a four-storied Self Finance Block.

- Surveillance cameras, for examination halls
- Indoor-stadium for encouraging sports.
- New space for vehicle parking.
- Renovation of labs under science departments.
- Water Treatment Plant with a capacity of 8 0000L/day for quality water supply.
- Upgradation of botanical garden.
- Vermi-compost unit was set up.
- Browsing Centre was introduced.
- A Light To Future project for energy conservation and assembling of LED bulbs at low cost.
- Introduction of Digital Display system.
- Construction of a fully furnished visitors' lounge & IQAC room.
- Chavara Park to provide social space for the students.
- Deployment of more security personal at the entrance.
- All round surveillance system has set-up.
- Campus Wifi, ICT-enabled classrooms with 27 LCD projectors and 1 Smart board
- A PG networking lab was introduced.
- Notice boards to inform about various programmes.
- E-governance, communication through e-mails and Whatsapp for reducing paper utility.
- Library computerization was completed with KOHA software.

QUALITY ENHANCEMENT

- IQAC initiated orientation program for the newcomers and parents-“Prarambha”.
- College website was renovated.
- Students Initiative – Visit to Jail and various orphanages and medical colleges.
- Life Management Skill training classes are conducted
- International, National and regional seminars & workshops were conducted.
- NET/SET/JRF/GATE coaching was initiated.
- More extension activities and best practices were taken up by different departments.
- Alumni were strengthened.
- Entrepreneurship Development Club for developing entrepreneurial skills.
- Civil Service Forum for Civil Service aspirants.
- ASAP, a new initiative under the Government of Kerala imparting skill- oriented training introduced.
- A counseling centre was set up.
- MoUs with various recruiters for campus placements/skill orientations.
- A staff recreation club was set up. Family get-togethers and staff tours are conducted.
- General PTA meetings were conducted annually.
- Faculty quality enrichment and administrative training programs were conducted.

File Description	Document
Any additional information	View Document

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: 9

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
2	01	01	03	2

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

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

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

Response:

The institution's aim of gender sensitization is to make students aware of the power relations between boys and girls in society and to understand the importance of affording equal opportunities and treatment. The gender role is a set of social and behavioral norms which are appropriate for boys and girls in a social-interpersonal relationship. Gender roles determine how boys and girls should think, speak, dress and interact within the context of society. We give due importance to learning for behaviour modification, awareness of Gender equality through sensitization campaigns, workshops and conferences.

A. SAFETY AND SECURITY

1. Round the clock security service and protection is ensured within the campus.
2. Forty two surveillance camera is placed in the college.

3. Visitors are permitted to the campus only after inspection.

4. Safety and security is ensured through;

- WOMEN'S CELL
- GRIEVANCE REDRESSAL CELL
- ANTI NARCOTICS CELL
- ANTI HARASSMENT CELL
- EQUAL OPPORTUNITY CELL
- INTERNAL COMPLAINT COMMITTEE.

5. Separate hostel facilities are provided for boys and girls near by the college

- Pope John Hostel and Holy Family Hostel, managed by Carmelita nuns provide accommodation for girls.
- St. Joseph Hostel managed by CMI fathers accommodates boys.

6. We ensure prior permission of the principal and accompaniment of male and female teachers during various programmes like NCC, NSS camps, study tours, nature camps, agency visits and other department based activities. Blue print of the programme schedule will be given to the principal and to the parents, also consent letter of the parents are documented.

7. In case of emergency Gandhinagar police station and Government medical college are made use of, as it is located near by the college (within 2 kilometres).

8. A National Seminar was conducted by the Department of Social Work on the topic 'Human Rights Perspectives on Gender Issues' on 28-01-2017

9. A fire extinguisher is fixed in the college campus to control fire in emergency situation.

B. COUNSELLING

For the integral development of the students and to become aware of his or her personal problems, strengths, weakness and to enable them to make appropriate decisions for his/her betterment, institution offers:

1. Mentoring

Every Department faculties functioning the role of a Mentor and identify the problems of students. Problems which are needed to be handled by a Counsellor will refer to Counselling centre.

2. Counselling centre

A separate counselling room is functioning in the campus and a professionally qualified Counsellor is appointed to handle the issues of students. The Counselor is Sr. (Dr.) Lizy lukose (Psychologist)

C. COMMON ROOM

For Socialization process, the Institution provides a common space for both girls and boys.

- 1.Chavara Park - A common space for students within the campus, where they can display their talents, have gettogethers to build up intra and interpersonal relationship.
- 2.Library- Primary informal learning space within the campus to develop competence and capabilities.
3. Womens Room – To promote health, hygiene and to protect privacy of girl students,a separate rest room cum lunch hall with sufficient toilet facility is provided in the college.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 60000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 52.44

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

Response: 6646.03

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 12672.576

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

7.1.5 Waste Management steps including:

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

Response:

WASTE MANAGEMENT STEPS

The college has a well maintained waste disposal and management mechanism, which could ensure proper treatment of the waste materials, ensuring a litter free and eco friendly campus. The college has segregated waste into 3 parts:

- Solid waste
- Liquid waste
- E-waste

Solid waste management:

Solid waste such as paper, plastics, glass, metals, foods, etc is generated by all sorts of routine activities carried out in the college. Waste generation from tree droppings, lawn management and canteen also contribute to the solid waste generated in the campus. The Bio-degradable and Non-bio degradable waste are dealt with separate methods of management. The waste is collected at each level and source. Each disposal point is provided with separate bins for Biodegradable and Non-biodegradable waste. Separate collection bins are kept at different locations in the campus for those materials which could be recycled. The supervisor in each floor ensures that the waste is collected at designated time intervals. The floor dustbin is emptied in movable containers and is taken to the dumping yard provided by the college. College has installed an incineration unit for the combustion of organic substances in the waste materials. The college has a well functioning biogas plant which uses raw materials such as agricultural waste, plant material, sewage, green waste or food waste. Biogas is a renewable energy source and is utilised in the college canteen. The vermicompost unit is well managed and produces compost from bio-degradable waste products to cater the gardening requirements. Disposing waste materials anywhere is strictly prohibited in the campus premises and the institution is a declared plastic free campus.

Liquid Waste Management

Liquid wastes generated in the college are of two types, sewage waste and Laboratory waste. There is a well-connected drainage system leading to the closed collection tanks in managing the liquid waste. The tanks are regularly cleaned to avoid stagnation of water. Waste water is used for horticulture purposes. Hazardous chemicals are kept separately in the store room away from the reach of students. Lab In-charge

takes care of the chemicals and safety norms in the laboratory are strictly followed. Students are made aware of the hazardous chemicals and safety aspects, when they are given instructions, before utilizing and disposing the chemicals.

E- Waste Management

Electronic goods are put to optimum use; the minor repairs are set right by the staff and the major repairs, by Zion consultants. The college has an agreement with Zion consultants for annual maintenance and disposal of e- waste w.e.f 02nd June 2015. The damaged computers are used by the instructor in the practical sessions of Computer Maintenance and Hardware. Apart from this, the electronic and electrical instruments under repair are given to the students during the lab sessions to dismantle and reassemble, which helps application oriented learning. Instead of buying a new machine buyback option is taken for technology up gradation.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college has a well established rainwater harvesting and utilisation system, which provides an independent water supply, during natural shortage. Rain water harvesting facilitates sustainable management of fresh water. The water from the top of the roofs is collected through proper network of pipes, which carries the collected water to the underground tank specially constructed for this purpose. The tank has an area of 43.84 square meters and has a capacity of 120400 litres. A filter unit is attached to the tank for the purification of the collected water. The college has several rainwater harvesting pits, placed at various locations in the college campus, to collect water during periods of rainfall. These are properly covered to avoid having stagnant water in the open. The rain water thus collected and stored in the underground tank, is then used for the maintenance of the green cover in the campus. The total cost of installation of the system was Rs 690000.

The college has the following objectives:

- To meet the increasing demand for water.
- The availability of water from sources such as lakes, rivers and shallow groundwater can fluctuate drastically. Collecting and storing rainwater can provide water for domestic use.
- Rainwater may also provide a solution when the water quality is low or varies during the rainy season in rivers and other surface water resources.
- To minimise soil erosion due to rain water runoff.
- Using more rainwater helps to conserve and augment the storage of ground water
- Water supplies can become polluted either through industrial or human wastes or by intrusion of minerals such as arsenic, salt or fluoride. Rainwater is considered as fresh and of good quality.

The collected rain water is utilised for general washing purposes in the laboratory, toilets and for gardening. The green landscape in the campus, lawn , plants, botanical garden , medicinal plants are watered with this mechanism efficiently. Every effort has been made by the college to channelize the excess rainwater to the collecting area.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

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

Response:

Kuriakose Elias College has implemented green-friendly practices to manage the available resources and has taken steps in environmental conservation and protection. It is our fervent and firm belief that ecological preservation and energy conservation are our moral duty and obligation. With this end in mind our faculty and students adhere to the following practices:-

STUDENTS USING BICYCLES

The faculty members and students residing nearby are encouraged to come by bicycles. Thus we prevent the emission of carbon dioxide in the campus.

PUBLIC TRANSPORT

The institution is located less than 500 metres from the main road. The faculty members and students are encouraged to use the public transport for safety, security and fuel conservation. Majority of the students regularly commute to the college using the public transport system. Approximately 62% of the students are making use of the concession tickets for their travel, which make it economically advantageous for them. The teachers adopt car-pooling system favouring low carbon emissions.

PEDESTRIAN FRIENDLY ROADS

The campus has wide, well maintained black top roads, covering every nook and corner. It has foot paths on both sides. The locals of the village and the priests of the monastery use our roads frequently for physical exercise in the early mornings and late in the evenings.

PLASTIC-FREE CAMPUS

Use of plastic bags and cups is strongly discouraged in the campus. In the college canteen, the use of steel/glass plates and cups are mandatory. For the purpose of plastic and paper waste disposal three incinerators have been installed adjacent to the washroom. Besides, several bill boards stating slogans like “Plastic free campus” “Green Campus-Clean Campus” have been put in prominent locations of the campus for motivating students and staff for green practices. Effective waste management is followed in the campus. Separate bins are kept for collecting degradable, non degradable and recyclable wastes. The degradable wastes are taken to the vermicompost plant and biogas plant for processing. The biogas thus generated is used for cooking activities of the college canteen.

GREEN LANDSCAPING WITH TREES AND PLANTS

The college has taken several measures for planting trees. 75% of total area is covered with trees and lawns. The Department of Botany leads the activities in conserving the green campus, maintains botanical and medicinal gardens and promotes the reuse of plastic and glass for creating indoor and bottle gardens. They have identified every tree in the campus and have set up boards depicting the taxonomic details on each tree.

PAPERLESS OFFICE

The institution has taken various initiatives for minimising the use of paper such as:

- Most of the notices are announced through the Public Address System.
- Communication among the teachers and office are done through Whatsapp groups.
- Bulk SMS System is adopted for students to inform their daily attendance recorded in the office.
- White Boards are used to pass important information and thought for the day.
- A digital display system is installed in front of the college office indicating day order.

File Description	Document
Link for Additional Information	View Document

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

Response: 0.93

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
3.23	3.38	1.64	2.25	1.00

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

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

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

Response: 4

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
01	00	2	00	1

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

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

Response: 24

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	4	5	02	3

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

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

Response: Yes

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

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

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

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	
Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: No	
File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
Response: 21	

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
03	05	05	1	7

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

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

Response:

REPUBLIC DAY CELEBRATION

Our college celebrates Republic Day, on 26 January every year, with great fervour and essence of patriotism. The students and teachers assemble in front of the college, salute the National Flag hoisted by college Principal, followed by the parade of the Army and Navy wing of N.C.C.

INTERNATIONAL YOGA DAY OBSERVATION

The college celebrates International Yoga day on June 21, with the theme YOGA HEALTH. This day's activity aims to highlight a holistic approach to yoga, which focuses on the physical and mental well-being of students and teachers. Yoga is practiced by students and teachers, as a method which embodies mind and body; thought and action; restraint and fulfilment etc.

INDEPENDENCE DAY CELEBRATION

The college celebrate Independence Day on 15 August, with zeal and spirit befitting the occasion. To celebrate this national event, students and staff assemble on the college front and college Manager hoist the flag followed by the parade of the Army and Navy wings of NCC.

TEACHER'S DAY

“A good teacher can inspire hope, ignite the imagination, and instill a love of learning”. Teacher's day is special day intended to recognise and appreciate teachers. Departments of our college celebrate Teachers day on 5th September, as the birth anniversary of Dr Sarvepalli Radhakrishnan who was a learned philosopher, great scholar and visionary. Students celebrate this day by showing their respect towards their teachers through various programmes like cake cutting, taking classes, handing over gifts to teachers etc.

GANDHI JAYANTHY

On the birth anniversary of Mohandas Karamchand Gandhi –Father of our Nation, our college celebrates Mahatma Gandhi's 148 birth anniversaries, by conducting various cleaning initiatives in college campus, ICH and Medical College, Kottayam.

CHILDREN'S DAY

As part of international Children's Day (Bal Divas) , Department of Social Work Organised a flash mob on 14th November 2017 at Railway Station, Kottayam, in association with District Child Protection Unit , Kottayam. One week was observed as Children's week. Our students performed flash mob in different parts of Kottayam and Ernakulam districts and distributed leaflets to the public.

NATIONAL YOUTH DAY

On the occasion of the birth anniversary of Swami Vivekananda, January 12 is commemorated as National Youth day. On this day, Department of Social Work, organized an awareness session on Substance Abuse at Kaippuzha. The target population of the programme was youth from Kaippuzha community

NATIONAL INTEGRATION DAY

National Integration day is celebrated by the college on November 20, 2017 in honour of India's first women Prime Minister, Indira Gandhi .Students and staff assembled in the auditorium for the common function and the Principal, Dr. Antony Thomas, read out the National Integration pledge to the gathering .

NATIONAL POST DAY -OCTOBER 10

India post is one of the largest postal networks in the world. To identify the role and functions played by post offices in communication, the college initiated a letter writing competition for the students and visited nearby post office.

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

Response:

Ethical and responsible conduct permeates the institution, from its financial functions, through its academic and administrative policies, to its varied auxiliary functions. To ensure that the college operates transparently and openly in all activities, the institution develops and updates policies as needed. All policy decisions are taken only after discussions in the college council and other appropriate bodies.

Finance

A Finance and Audit committee is charged with oversight and continuous improvement of the financial soundness of the college. The Financial Administrator in the college keeps an account of the daily financial transactions. Mr. Jobin Paul, Tax Consultant, Arpookara is appointed as internal auditor for the expenditure of management account. At the beginning of every month, the internal auditor verifies the accounts and prepares the ledger. The external auditors are Mr. Jijo Jose & Co., Chartered Accountants, Kottayam. Budgetary and operational integrity is assured through periodical inspections and annual audit. Fee structures are open and transparent. They are available in detail to all students and parents. Salaries of all employees are deposited in bank accounts to maintain clarity. All departmental budgets are proposed by concerned authorities and reviewed fairly without any bias. The college continues its pursuit of reducing expenses wherever possible while still maintaining critical functions in support of the student experience and its mission.

Academic

A commitment to academic integrity and responsible conduct is evidenced in the academic operations of the college. The college execute the academic activities in tandem with the university academic calendar. The internal and external assessments for students are carried out systematically with prior intimation to the students. Parents are also duly notified about their children's performance and attendance through SMS alerts. All information is updated on the automation system to make it completely transparent. The details of the faculty members appointed along with their full qualifications and experience is uploaded on the website of the college for general information. The courses along with their details are also uploaded. The various examinations are notified to students through website and declaration of result is also uploaded on the website. All matters of importance are presented in the staff meetings.

Administrative

Most of the positions in the college are recruited through open advertisement in State/National newspaper. The rules regulating the services and conduct of the staff members have already been framed and notified and uploaded on the website of the college. The recruitment policy, placement and increments are well defined and notified to all the staff members. Any matter relating to discipline is concerned is dealt with as per the rules notified.

Auxiliary functions

All the functions relating to library, athletics , hostel gymnasium etc are well notified and uploaded on the website of college. A Cooperative bookstore works for the students and faculty.

Through these practices, the institution has been able to communicate freely and openly and transparency is maintained by the college all the time to maintain the institution's core values.

7.2 Best Practices

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

Response:

BEST PRACTICE-1**ST. VINCENT DE PAUL SOCIETY**

A unit of the worldwide organization St. Vincent De Paul Society is functioning in the college with the motto 'Service to God through the service to all neighbours'. The unit accepts generous contributions from all members of the college as well as the public and uses them for supporting financially weak students and the public. The functioning of the Society was started in the year 1987 as a charitable organization. The Society continues to offer financial and material support to the needy people and families living in the vicinities of the college. The Society is comprised of 20 members including teachers and students.

Objectives of the Practice

The Society highly holds the idea of respecting the dignity of those we assist through person to person contact and observes it as the key objective to foster self-respect among individuals. The Society looks forward to the holistic development of the rural community in the college neighbourhood by acting as a constant source of financial support.

The Context

The Society considers it as the primary commitment to identify the root causes of poverty and social exclusion in the rural vicinity of the college. The action plans are designed in solidarity with the poor and the disadvantaged people. Initiatives are regularly made to bring about changes required to create a more just, caring and inclusive social community.

The Practice

1. The primary objective of the Vincent de Paul society is to uplift the poorest of the poor students. Each class teacher identifies the needy students of their respective classes in each semester and these students are requested to fill in an application form, and they are supplied with books, stationary items etc as requested by them. This assistance is given to three students from every class in both PG and UG. This is indeed a very unique programme which has greatly helped the poor down-trodden students of our college
2. The campus of K E College is hunger free. Those students who cannot afford 3 square meals a day are provided with sumptuous lunch in the college canteen. This facility is fully sponsored by the Vincent de Paul society. A separate register is maintained in the canteen for these purposes.
3. The Vincent De Paul society of the college adopts a poor family every year. This family is provided with monthly financial support and also with provisions and other necessities at the time of festivals.
4. The society also organizes annual visits to nearby orphanages, old age homes, palliative care units and other charitable institutions. The students collect money, old clothes and other items and distribute them to the inmates. They spend time with them and also organize small cultural events.

The activity of the Society also includes offering assistance to the needy ones for their educational, medical, clothing, residential and employment requirements. The major source of financial assistance comes from the teacher-student fraternity of the college. The three hostels of the college and the

Mannanam Monastery continue to offer their share of assistance in the smooth functioning of the Society. The Society has a transparent financial mechanism and the annual financial statements are distributed among the stakeholders on a regular basis.

The confidentiality of the beneficiaries is assured at all times and endeavours are made to establish relationships based on trust and friendship. The initial assistance provided by the society to the needed students enable them to achieve self- sufficiency in the long run and in cases when problems are beyond competence of the Society. Specialized support with the help of generous people outside the community is also sought.

Visitation is considered as the core activity of the Society and our members spend time talking with those, who seek the help, to make sure that we totally understand the issues and problems they face. This method ultimately enables us to provide the best possible support to them. The best uses of opportunities are made of to engage in social action in the rural local communities encouraging personal and social development.

The noble ideal of Social Justice is the key motto of the Society. We work to make the region a fairer place. Challenging social injustices such as poverty, homelessness, lack of opportunity, isolation, the high cost of housing, geriatric care, childcare and education are dealt with utmost concern.

Through direct contact with those in need, the members of the community see how inadequate incomes and lack of access to quality services impacts people's life prospects. The members get a chance to gain a first hand perspective and understanding of the housing crisis, child poverty, educational disadvantage, and how living on low incomes affects individuals and families particularly in a rural region. The activities of the St. Vincent De Paul Society specifically address the social injustices we encounter and at the same time engages with the government and policy makers to propose solutions and to advocate for social change.

Evidence of Success

The initiatives of the St. Vincent De Paul Society in social welfare activities have resulted in establishing a fine rapport with the rural communities. The Society provides free text books to a large number of poor students on a yearly basis. Financial assistance was also offered to the students and the needy people of the neighbourhood in their dire needs. The society receives increasing number of requests for assistance every year and this indicates that the beneficiary people and communities place a considerable amount of trust on the activities and assistance measures taken up by the Society.

Problems Encountered

Though the society has a smooth running pace, it also encounters difficulties in carrying forward the activities, predominantly due to the lack of financial resources available for disposal. This problem however is overcome every year with the generous contributions offered by the teaching and non- teaching community of the college. The more the assistance, the more successful the Society can be acting as a support system to the disadvantaged section of the people within the campus and the neighbourhood.

BEST PRACTICE-2

K. E. COLLEGE BLOOD DONORS' CLUB

Objectives of the Practice

The KE College Blood Donors' Club was started with the sole intention of providing blood for transfusions to needy patients at very short notice. By donating blood we are letting a life flow in its continuity. It brings smile on the faces of near and dear ones of an accident victim or of the ones who need it for a major surgery. The blood donors' club is trying to keep the blood donors always ready to meet the urgent requirements.

Blood donation awareness campaigns are organized on a regular basis and blood donation camps are also conducted to create awareness to benefit the community. The statistics suggest that with in country's blood requirement around of around 40 million units we are able to get only 60 lakhs. The prime objective of establishing a blood donors' club in the college is to bridge this gap and bring cheers to many.

The Context

The College being situated in a region that lies in close vicinity to the only Medical College Hospital in Kottayam District and more than five reputed specialty and super specialty hospitals, a fully functioning blood donors club could always help the needy patients in cases of medical emergency. The club functions with the constant support from the student, teaching and non-teaching staff fraternity of the college. A comprehensive categorization of the blood group of the students and faculty is regularly done and a database has been maintained for this purpose. Constant updates are done at the beginning of each academic year so that the list of donors remains expanded and updated with the contact details.

The Practice

Direct blood transfusions from person to person, is considered to be safer than transfusions that use stored supplies and the ready availability of the donors could also ensure a healthy medical practice. The role of the club is to act as a bridge between donors and patients. Hospitals or the needy parties officially communicate the matter to the college office and suitable donors are sent to the hospitals. Through the functioning of the club, we also educate the students and faculty members about the benefits of donating blood and dispel their fear about the health risks involved.

Evidence of Success

At present K. E. College is the largest blood donor to the Medical College Hospital, Kottayam. The Blood Donors Club is a simple, yet highly beneficial idea which could potentially benefit people at the community level. The overwhelming participation of students in the club activities testifies the effectiveness of the club activities.

Problems Encountered and Resources Required

The club has been working on a smooth basis over a long period of time providing emergency help to the needy ones. Though it has a long standing reputation as the most effectively functioning club, it is also not devoid of certain practical difficulties in its activities. Most importantly, it is difficult to reach out to the donors who have already left the college but still remain in the existing database. Secondly, the increased number of hospitals nearby results in a higher demand at times which makes it impractical to fulfill the

demands. Another major concern encountered in the routine conduct of the club is the difficulty in sending donor students during the working hours of the college. The first problem has been gradually overcome by updating the database with the latest contact details and the second problem need to be resolved taking the assistance of the generous neighbourhood institutions in providing more donors to the club from the respective institutions. The concern of class hour attendance has been left to the discretion of the principal.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

KEDAS

(Kuriakose Elias Development Action & Service Society)

In the field of Education and Social Work, Kuriakose Elias College has been doing meritorious service to the community and society ever since its inception. Taken the commendable services done in the past on diverse spheres, it has been decided to form a Public Charitable Society to place special focus on the community and its development so that the social work activities can be reached out more effectively to the society. Kuriakose Elias Development Action & Service Society (**KEDAS**) got its origins from this idea. **KEDAS** was formed in the year 2012 and has been functioning under the guidance and supervision of the College management. The routine activities are managed by the Department of Social Work which was established in the year 2004. **KEDAS** has been registered under Travancore Cochin Literacy, Scientific and Charitable Societies Registration act of 1955. (Reg. No. KTM/TC/418/2012).

KEDAS has made a collaborative networking with more than 40 human service organizations within and outside Kerala and has been successfully organizing a series of skill training programmes with the wholehearted support of the well-known professionals working in the field of social work. In order to achieve the mission of comprehensive and integral development of individuals who effectively function as instruments of social change imbued with righteousness and courage of conviction, **KEDAS** has been involving in various socially relevant activities. The primary vision of **KEDAS** is the moulding of social work students to meet the changing social realities through the development and application of knowledge, creating a just and developed society. The project mainly focuses on the development of the surrounding community with the students practicing in the community and learning from the community.

KEDAS extends professional services in the areas of social education, community health and sanitation through various rural development programmes, namely; poverty alleviation and employment generation through entrepreneurship development programmes, women empowerment, promotion and documentation of cultural heritage and traditions, environmental protection and preservation of biodiversity, alternative and sustainable development models and human resource development.

The project also intends to establish a child help line for abandoned infants and street children, an elderly help line for psychological support and care of older people and to promote services for people with disabilities through government and non-government organizations. The project aims to organize youth to render social help to the poor, palliative care to the terminally ill patients and psycho social & spiritual service to the people living with HIV. **KEDAS** functions at large with a vision to fulfill the social commitment by enhancing the lives through benevolent services done to the humanity and considers it as the mission to reach out to those in need of hope, support, and empowerment and help the needy ones to lead a life of dignity.

KEDAS spreads out its activities in different spheres namely with the functioning of the child wing, youth wing, women wing, men wing, geriatric wing, nature wing and the health wing.

Child is a major focus area of **KEDAS**. The target population at its first stage was considered to be the underprivileged children in the locality and later the target got extended to the deprived children in Kottayam district. **KEDAS** offers various scholarship schemes, community activities and summer camps to promote child welfare.

The youth development programme under **KEDAS** focuses on youth issues and aims to build responsible Indian citizens. Activities like the conduct of youth clubs, community teaching and vocational training are taken up by **KEDAS** under this regard.

Women empowerment refers to increase in the spiritual, political, social and economic strength of women. It involves developing confidence in their own capacities, entrepreneurship skills etc. Women empowerment is taking place through programmes like microenterprise development which emphasizes on increasing the self-reliance and autonomy of women by enhancing their productivity and enabling them to take up income generation activities. **KEDAS** programme also aims to build up a micro credit system and also an anti-drug cell among men.

KEDAS has given due importance to the elderly population in its targeted area through the functioning of an Elderly helpline providing adequate care and support to the persons in need. Counseling, palliative care, medical aid, etc are the major services provided to the elderly through this help line number.

Proper natural resource management is a basis for achieving sustainable development in terms of poverty reduction, improved equity and resource conservation. Increasing population leads to the excessive use of natural resources without paying attention to the future generation. So **KEDAS** places emphasis on the protection and preservation of bio diversity with special focus on rare medicinal plants and the use of herbal medicine in target communities as well as promotes organic farming among farmers in the targeted population.

Community health programme is implemented by **KEDAS** in its targeted population with the aim of increasing health status of rural residents and also in providing an integrated range of quality health services to rural communities.

Apart from these defined organizational arrangements, the most important activity taken up by the **KEDAS** is the regular conduct of 'AWAKE'. 'AWAKE' is the grand cultural fest organized exclusively for the Intellectually Challenged Children of Kerala since 2007 by **KEDAS** & Social Work Department of K E College. The word AWAKE literally means "to wake someone up or to make someone remember something." **KEDAS** really makes an earnest attempt to wake up the conscience of the world towards the

physically and mentally challenged children, who are not accepted by society as equals. **KEDAS** conducts a variety of cultural competitions for the intellectually challenged children which includes stage events, band display and various exhibitions.

File Description	Document
Link for Additional Information	View Document

NAAC

5. CONCLUSION

Additional Information :

The college is instituted under the great vision of our patron St Chavara. He envisioned the *pallikoppam pallikoodam* scheme, which promoted the establishment of educational institutions in the vicinity of religious centres. It further emphasizes the importance of education he envisaged for the progress and upliftment of the society.

The location of the college in the rural area encourages students from the nearby economically backward areas of Neendoor and Kallara to make use of this revered opportunity.

The college is deeply rooted in Christian values, thereby promoting the students to be sensitized to the needs of the underprivileged. This mission is achieved in the college through vigorous activities undertaken by various initiatives like Vincent De Paul society, Food for poor, Blood donation camps and Kedas Village adoption program.

The College also ensures the welfare of the students hailing from the socially backward communities like SC/ST by organising timely PTA meetings, thereby ensuring maximum financial aid from the government and other NGO's.

Special care is taken for financially and intellectually weak students by the teachers, whereby the students achieve high scores and university ranks. The academic excellence of the college is a testimony to this.

Concluding Remarks :

K E College, Mannanam is undoubtedly one of the prestigious and renowned educational institutions in Central Travancore, Kerala. The College aims to fulfil the great academic, cultural and social objectives of its patron, Saint Kuriakose Elias Chavara. The academic fraternity of the College has ever since striven relentlessly with indefatigable energy and utmost social commitment to cherish and realise the vision of its founding fathers.

The College is very much bestowed with a serene and tranquil rural location. It provides the campus with an ideal academic environment, that instills the much needed fervour and zeal in the minds of the academic community. The same rural background also poses certain serious hindrances, in terms of accessibility and transportation facilities. But the academic community is steadfast in the resolve to overcome all the hurdles in pursuit of excellence.

The higher education sector of the country is at present going through a churning process. Our attempts are to adopt the best educational and technological practices and thereby move to the next realms of excellence. The College has recently launched several career- oriented and demand- driven new academic programmes. There has been remarkable improvement in the infrastructural facilities of the campus, such as new buildings, computer labs, indoor stadium, wifi connectivity etc.

The College fervently believes that our students are to be inculcated with certain moral values and life skills that would enable them to be world citizens known for their benevolent, compassionate and humane approach to life. Our various fora like Vincent De Paul, NSS, Blood Donors' Club, Food for the Poor, Spiritual classes,

Celebration of important days are some of the earnest attempts in this direction.

To put it in a nutshell, K E College is traversing through an arduous journey to scale pinnacles of academic greatness. Ours is a noble endeavour to accomplish the elusive goal of perfection, that would perhaps bestow us with the status of 'Centre for Potential Excellence'. And our new ventures would definitely stand the College in good stead, in the days to come, in the fiercely competitive modern world.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>1</td> <td>2</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>0</td> <td>00</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	5	1	2	0	1	2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	0	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
5	1	2	0	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	00	00	0	00																	
1.1.3	<p>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</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>15</td> <td>2</td> <td>12</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>04</td> <td>01</td> <td>12</td> <td>1</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	18	15	2	12	1	2017-18	2016-17	2015-16	2014-15	2013-14	14	04	01	12	1
2017-18	2016-17	2015-16	2014-15	2013-14																	
18	15	2	12	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
14	04	01	12	1																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years</p> <p>Answer before DVV Verification : 536</p> <p>Answer after DVV Verification: 456</p>																				
1.2.3	<p>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</p> <p>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</p> <p>Answer before DVV Verification:</p>																				

2017-18	2016-17	2015-16	2014-15	2013-14
399	162	98	61	72

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
399	162	98	61	72

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
16	8	5	6	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
16	8	5	6	8

2.1.2 Average Enrollment percentage

(Average of last five years)

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
810	843	837	657	610

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
810	843	837	657	610

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
906	946	964	831	767

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
906	946	964	831	767

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
139	129	122	127	92

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
139	126	122	127	92

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29	31	30	37	32

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
29	31	30	37	32

2.4.3 Teaching experience per full time teacher in number of years

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 910 years

Answer after DVV Verification: 910 years

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	00	00

3.1.2	<p>Percentage of teachers recognised as research guides at present</p> <p>3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 14 Answer after DVV Verification: 14</p>																				
3.1.3	<p>Number of research projects per teacher funded, by government and non-government agencies, during the last five year</p> <p>3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years Answer before DVV Verification : 25 Answer after DVV Verification: 25</p> <p>3.1.3.2. Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 247</p>																				
3.2.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p> <p>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 Answer before DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>21</td> <td>12</td> <td>9</td> <td>8</td> <td>4</td> </tr> </table> <p>Answer After DVV Verification :</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>01</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	21	12	9	8	4	2017-18	2016-17	2015-16	2014-15	2013-14	01	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
21	12	9	8	4																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	00	00	00	00																	
3.3.1	<p>The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
3.3.3	<p>Number of Ph.D.s awarded per teacher during the last five years</p> <p>3.3.3.1. How many Ph.Ds awarded within last five years Answer before DVV Verification : 2 Answer after DVV Verification: 02</p> <p>3.3.3.2. Number of teachers recognized as guides during the last five years Answer before DVV Verification : 14</p>																				
3.3.5	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p>																				

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17	13	21	9	6

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
17	13	21	9	6

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	01	0	0	1

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29	20	29	14	33

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
19	14	17	04	24

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
65	40	17	18	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
49	35	14	16	5

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)

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)

Answer before DVV Verification:

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

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
60.00	150.00	220.00	100.60	29.50

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
60.00	150.00	220.00	100.60	29.50

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.49	1.52	1.18	1.56	1.99

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.49	1.52	1.18	1.56	1.99

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

Answer before DVV Verification : Yes

Answer After DVV Verification: Yes

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

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)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
152.43	196.76	242.92	121.69	64.80

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
152.44	198.56	242.92	121.75	76.49

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

Answer before DVV Verification : A. 7 or more of the above

Answer After DVV Verification: A. 7 or more of the above

5.3.1	<p>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.</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 629 1046 763"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>13</td> <td>14</td> <td>14</td> <td>15</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 842 1046 976"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>01</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	7	13	14	14	15	2017-18	2016-17	2015-16	2014-15	2013-14	0	01	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
7	13	14	14	15																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	01	0	0	0																	
5.3.3	<p>Average number of sports and cultural activities/ competitions organised at the institution level per year</p> <p>5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1256 1046 1391"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>31</td> <td>27</td> <td>15</td> <td>25</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1469 1046 1603"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>22</td> <td>17</td> <td>10</td> <td>16</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	24	31	27	15	25	2017-18	2016-17	2015-16	2014-15	2013-14	18	22	17	10	16
2017-18	2016-17	2015-16	2014-15	2013-14																	
24	31	27	15	25																	
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18	22	17	10	16																	
5.4.3	<p>Number of Alumni Association / Chapters meetings held during the last five years</p> <p>5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1839 1046 1973"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>8</td> <td>7</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2017-18	2016-17	2015-16	2014-15	2013-14	13	8	7	3	2										
2017-18	2016-17	2015-16	2014-15	2013-14																	
13	8	7	3	2																	

2017-18	2016-17	2015-16	2014-15	2013-14
13	08	07	03	02

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	7	6	6

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	7	05	04

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	3	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	01	01	03	2

7.1.3 Alternate Energy initiatives such as:

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

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

Answer before DVV Verification : 48000

Answer after DVV Verification: 00

7.1.3.2. Total annual power requirement (in KWH)

Answer before DVV Verification : 60000

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years

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)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3.43	4.22	2.42	3.05	1.74

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3.23	3.38	1.64	2.25	1.00

Remark : As per the Green report attached with the metric the HEI has claimed cleaning and Light and water. While water is used for green campus power is nominal. HEI value of Electricity as in 7.1.3 is about Rs 7000 pm. This has been deducted to arrive at final figure of expenditure on green initiatives and waste management excluding salary year wise.

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)

Answer before DVV Verification : B. At least 6 of the above

Answer After DVV Verification: C. At least 4 of the above

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	2	00	1

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	4	5	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	4	5	02	3

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	7	1	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	05	05	1	7

2.Extended Profile Deviations

ID	Extended Questions										
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 1003 Answer after DVV Verification : 768										
1.2	Number of programs offered year-wise for last five years Answer before DVV Verification: <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>31</td> <td>31</td> <td>28</td> <td>27</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	31	31	31	28	27
2017-18	2016-17	2015-16	2014-15	2013-14							
31	31	31	28	27							

Answer After DVV Verification:

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
182	185	189	165	148

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
182	184	189	165	148

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
755	644	555	509	470

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
755	644	555	509	470

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
131	131	120	110	103

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
131	131	120	110	103

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
152.43	196.76	242.92	121.69	64.80

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
232.43	356.76	363.92	227.69	114.80

NAAC