



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

M.E.S. COLLEGE

MES COLLEGE MARAMPALLY ALUVA-7 ERNAKULAM DT
683107

www.mesmarampally.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

M.E.S. College, Marampally is a Government Aided college affiliated to Mahatma Gandhi University, Kottayam, established in the year 1995. The College is located in a rural area between the towns of Aluva and Perumbavoor. The campus, set in salubrious lush green surroundings is in close vicinity of the river Periyar and proximate Cochin International Airport.

The governance and the management of the college are anchored in the principles of Muslim Educational Society (Regd.), Calicut which is one of the largest minority educational agencies in Kerala. The establishment facilitated new directions in the field of higher education by offering a significant number of vocational (Model II) and technical programmes in tune with the demands of job market. The introduction of Vocational programmes in Logistics Management and in Animation and Graphic design when the UGC launched B.Voc programmes bolster its mission statement “To promote higher and technical education”. The larger enrolment of girls and minority students authenticate the institutional commitment towards equity and inclusion. Quality education is imparted to improve the life standards of people in general, minorities and backward classes in particular.

The College offers fourteen UG Programmes such as Computer Applications (BCA), B.Sc. Electronics, Business Administration (BBA), B.Com. (Model II), B.Com. (Taxation), B.Sc. Biotechnology, B.Sc. Microbiology, B.Sc. Physics (Model II) B.Sc. Mathematics (Model II), B.A. English, (Three Main) B.A. Arabic (Model II), B.Sc. Psychology, B.Voc. Logistics Management and B.Voc. Animation and Graphic design and nine post graduate programmes viz M.Sc. Biotechnology, M.Sc. Electronics, M.Com. M.Sc. Microbiology, M.Sc. Biochemistry, M.A. English Language and literature, M.Sc. Computer Science, MHRM and M.Sc. Physics.

Leadership commitment and stakeholder participation is the hallmark of the Institution. The faculty members strive hard for professional development to impart advanced level of knowledge to the students. The physical infrastructure and human resource promote ICT friendly teaching learning process and entrepreneurial ecosystem. Parent Teacher Association, Alumni, various clubs and forums work in tandem to implant academic attributes and humanistic values among students. The Institution also gives due importance to integration of research with the academic activities and ensures a dynamically symbiotic student-neighbourhood community relationship.

Vision

To work for the educational, social and economic advancement of the people of India in all possible ways.

Mission

To promote higher and technical education and improve the standard and quality of education among the people in general, minorities and backward classes in particular.

Objectives

- The main objective of the MES is educational, social and cultural up-lift of the marginalised.
- The institution adheres to the secularist core values which affirm religious freedom, freedom of conscience, equality and non-discrimination.
- To evolve as a higher learning centre imparting knowledge and morals for Nation building; transmitting the ethos of equity and inclusion.
- Ensure leadership commitment and stakeholder participation to construct an ideal learning ambience with the principles of holistic education.
- To promote graduate attributes in tune with employment market, emphasizing skill education and promotion of entrepreneurship.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Leadership commitment and stakeholder participation
- Regular conduct of funded National seminars and workshops with the financial assistance of UGC, ICSSR, KSCSTE, IASc and college management.
- Offers job oriented, semi-professional vocational courses. UGC supported B.Voc Courses
- MoU with Sector Skill Councils and other agencies
- College is a local chapter of NPTEL(National Programme on Technology Enhanced Learning)
- State-of-the-art infrastructure, majority of the class rooms are equipped with LCD
- 2D, 3D animation labs and E-content studio floor
- Four star accredited Additional Skill Acquisition Programme(ASAP) of Kerala higher education
- Library is equipped with OPAC and N-LIST access
- The college is progressing towards MIS. Student details, attendance, Internal marks, activity reports of the faculty members are automated.
- Scholarships and free ships to the students
- MES Counseling Center (MMCC)
- Dedicated human resource and basic facilities for physical education. Many students represented India in International and National events
- Excellent health club facility
- Regular winners in University arts events
- First college in Kerala with Trained 'Emergency and Disaster Response Team'
- DST-FIST supported science departments and funded research projects
- The college has Research Forum and an ISSN numbered research journal "FORTIS"
- Entrepreneurial ecosystem of the campus with the support of Kerala Start up mission and DST-NIMAT
- Excellent neighborhood community relationship
- An associate of Migrant literacy Programme of Kerala State Literacy Mission
- Kerala State Pollution control Board accredited water quality analysis lab
- Ecofriendly campus and regular conduct of environmental sensitization programmes
- Observance and celebration of important days like National Science Day, International ozone Day, World wetland Day, World AIDS day, Freedom quest, Teachers day, International yoga day and animation day
- Productive and dynamic PTA

- Well organized and supportive Alumni
- Conveyance facility provided from different parts of the city for better access
- Inclusive education evidenced by larger enrollment of girls and OBC students

Institutional Weakness

- Institutional tie up with industries are limited
- Many facilities and opportunities are not available to self financing programmes due to the policies adopted by agencies
- Lack of continuous up gradation, subscription to e-journals, access to interactive e-lectures
- No Research departments
- Research encouragement and options for professional development for self-financing faculty members are limited

Institutional Opportunity

- Opportunity for supplementing the core faculty through a system of quality part time or visiting faculty (including from industries)
- Scope for improving opportunities for academic management system, fully exploiting the e-learning resources
- Opportunity for institutional tie-up – industry linkages for strengthening teaching learning and also for field exposure to the students/faculty
- Establishment of highly equipped infrastructure for physical education in terms of sports hostel, indoor stadium, swimming pool etc.
- Research profile of the faculty can be strengthened by providing various supportive mechanisms

Institutional Challenge

- Government policy does not support sanctioning of new courses is affecting enrollment
- The curriculum and workload does not support the faculty members to explore the research skills
- Difficulties/delays on account of multiple regulatory agencies causing some disincentives for genuine players
- Too much attention on growing enrollment in terms of quantity and not enough on retention in terms of quality

Legal constraints from the industry level to form industrial linkage/ tie-ups

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers 14 UG programmes and 9 PG programmes affiliated to the Mahatma Gandhi University, Kottayam, which includes two UGC supported B.Voc programmes. B. Voc programmes facilitate flexibility with multiple exits at three levels. There is a reasonable representation of faculty members in Board of studies

and the institution ensures their participation in curriculum restructuring workshops. Initiatives are taken up by the institution to make the curriculum effective and interactive by conducting certificate courses, Value Added Programmes, Seminars, Workshops, Industrial Visits, exhibition, Internships, Kerala State Council for Science, Technology and Environment (KSCSTE) funded student projects and On the Job Training. On the basis of University calendar, the institution prepares its own calendar, teaching schedule and teaching plan for the effective curriculum delivery. An internal academic audit is conducted at the end of every semester to ensure time bound curriculum delivery.

All the under graduate programmes are Choice Based Credit System with open courses, whereas all the post graduate programmes have electives, ensuring academic flexibility. All the programmes have at least one core course related to cross cutting issues relevant to gender, environment and sustainability and the institution organizes seminars, conferences and workshops on these thrust areas. The college offers Additional Skills Acquisition Programme (four star accredited) and Diploma in Computer Applications (DCA) Department of Continuing Education Government of Kerala and also a local chapter of NPTEL courses. The college is conducting a unique certificate course in Emergency and Disaster Management and this is the first of its kind in a college of Kerala.

Teaching-learning and Evaluation

The student intake follows the centralized allotment process of the Mahatma Gandhi University (CAP) and reservation norms of Kerala Government. More than 80% of the students are from socially and economically deprived and more than 90% of the students are first generation learners. The formative evaluation process is followed in a time bound and transparent manner, as prescribed by the university with an efficient mechanism to redress the grievances of students.

The institution promotes ICT friendly teaching through the learning systems facilitated by INFLIBNET, Google Class room, Blog, e-notes, videos, simulation software and Power point presentations. An efficient mentoring system and parent teacher interactions coexists to elevate the students' performance. The classes are engaged by research oriented, professionally competent faculty members who keep abreast the developments by attending faculty development programmes. Many of the faculty members are resource persons in National and International conferences and many of them are having research publications and research projects.

Diverse programmes for slow and advanced learners are envisaged by the institution. Remedial classes, Bridge courses, classes under Scholar Support Programme and counseling are given to slow learners. Advanced learners are groomed to new heights by giving opportunity for doing funded research projects, presenting and publishing Research Papers in conferences and Journals, visiting prestigious institutions under Walk with Scholar scheme. The students are performing very well in university examinations and there is a good number of A and A+ grade holder every year. Student feedback is collected regularly and remedial measures are taken.

Research, Innovations and Extension

The research culture of the institution has improved emphatically in the post accreditation period, evidenced by the increase in Doctoral and Post-Doctoral research, publications and a college level Journal FORTIS. Presently, department of Biosciences and Computer Applications have applied for the approval of Research Centres of MG University. Total number of research projects during the last five years is 39 and the PG Science departments are DST-FIST funded. Students are encouraged to present papers in conferences and there

are student publications in journals. Many faculty members are in the editorial board of reputed journals, reviewers of journals and internationally recognised. One of the faculty members has been awarded UGC Raman Fellowship.

The college has an innovation ecosystem to promote the technical and entrepreneurial skills of the students. Workshops on Intellectual Property Rights have been conducted. The ED club of the college conducted entrepreneurship awareness camps of DST-NIMAT and the institution hosts Innovation & Entrepreneurship Development cell (IEDC) of Kerala start-up mission. The department of Vocational studies and commerce have functional MoUs with industries.

The dedication to the local community has been recognised many times; which includes Best NSS Unit and Best NSS Officer awards. Recently, the institution has been recognised as participating institute of “Unnat Bharat Abhiyan”. The college is an accredited centre of Water Quality analysis and some of the extension activities are financially supported by government. The college is an associate of Kerala Literacy Mission for educating migrant labourers. Another flagship programme is “Pragathi” which foresees the total development of the students of neighbouring school.

Infrastructure and Learning Resources

The college is situated in 25 Acres of Land with a built in area of 18,835 m² area. The institute ensures optimum facilities for curricular and co-curricular activities. Eighty percent of the classrooms are equipped for ICT enabled teaching and the college has two conference halls. The college has sufficient lab facilities for all departments, hostel for boys and girls, day care centre, Counseling Centre, water quality analysis lab, 2D and 3D animation labs, language labs, Tailoring Centre for Women, Canteen, Co-operative store and ladies retiring rooms. We also ply 13 college buses from various places for the students and staff. The campus is made secure with CCTV and Security persons. The college has ensured infrastructure facilities and resources to conduct Outdoor Games and Indoor Games with a separate Yoga hall and Health club. Spacious auditorium is available for organizing different cultural activities in the campus.

Library is fully automated using the ILMS software KOHA and provides INFLIBNET facility. The library has Book bank facility, Internet Centre and a very spacious reading room with an area of 4150 sq. feet. The institution has a computer student ratio of 1:8, Wifi connection with 30 MBPS and 32 various Licensed Software. A studio floor, Dubbing with Acoustics for E-content development has been recently built. A good number of support staff is working to maintain the physical, academic and support facilities and a reasonable amount is budgeted for the maintenance. Biogas plant is installed at ladies hostel and canteen for solid waste management.

Student Support and Progression

The institution is committed to provide students with a need based education empowering them with the right skills, knowledge and self-discipline. The various merit cum means scholarships funded by State Government, Scholarship for Lakshadweep students, Fishermen Scholarship are already availed by our students. Moreover the institute provides upto 50% fee concession to deserving candidates based on their merit and financial background.

We have a strong network of Alumni by the name “ORMA” since 1998. Their contributions range from

thousands to lakhs depending upon their insistence in making the semester fee payment, College bus fee remittance, Hospital expenses and contributing books to Department Library. The students of our college bag Gold, Silver and Bronze medals at the National and International Sports events. The college is a regular champion of group events in MG University Youth festival and a recipient of “Sakalakala” award in the International Sree Sankara Dance and Music festival, 2017.

The college ensures membership of students in various administrative bodies of the college. The institution has a transparent mechanism in the form of Grievance Redressal cell, Anti Sexual Harassment cell and Anti Ragging cell for timely redress of student grievances. Placement drives are conducted and a few are placed in reputed firms like WIPRO and Infosys. Guidance for competitive exams, Mentoring and participation of students in technical courses and certified courses including ASAP, NPTEL and Spoken Tutorial. Vocational and entrepreneurial development programmes have all helped the students in carving the way for excellence.

Governance, Leadership and Management

MES College Marampally is governed from the top level by the Muslim Educational Society which is a corporate management. The college has a local management to support and implement decisions in consultation with the Principal. The management collects the inputs of the Principal and IQAC while formulating the plan of action of the institution. Principal being the Head of the Institution plays a pivotal role in the formulation and implementation of the policy through the faculty members to achieve the goal. The college ensures stakeholder participation in the division of duties of the faculty members and administrative staff. The departments prepare an action plan on the academic, curricular and co-curricular activities and the implementation and planning of the action plan is monitored by the IQAC and staff council. This core monitoring Committee set up for assessing and reviewing the department activities gives recommendations for achieving higher levels of excellence. IQAC thus plays a pivotal role in formulating qualitative strategies in the institution taking feedback from various stakeholders.

Professional development is a policy of the institution and the faculty members are encouraged to participate in faculty development programmes. The institution conducts faculty development programmes regularly and a few of them are funded by the agencies like NAAC and KSCSTE. The physical resource of the college is established by the management and funds are availed from UGC, state government and DST-FIST. The funds are optimally utilised and audited regularly; and the reports are submitted promptly by the superintendent of the institution.

Institutional Values and Best Practices

The college gives emphasis to gender equity programmes in the institution. Women’s cell conducts programs on women empowerment and gender equality. The Women’s cell has started a Tailoring training division. Code of conduct is specified in student handbook and institution’s core values are available on website.

Institution has a wide network of transport facility for the benefit of the staff and students for promoting optimum fuel consumption. The institution is moving towards 100% LED lights. The college has installed rain water harvesting system and solar panel recently. The College has well evolved mechanisms for solid and e-waste management. To celebrate glorious heritage, culture and traditions, institutions celebrate the National festivals and observe important days.

The best practices of the institution are Social responsibility activities and Research culture. The institution contributes to community development through activities in collaboration with local self-government and a few are “Pragathi”, literatizing migrant laborers, Counseling Centre, Computer Padshala, etc. The research culture is promoted by the research forum of the institution. There are 36 research projects including KSCSTE student projects, DST-FIST fund, Publications and presentation of papers by the faculty and students, conduct of a good number of seminars and workshops.

The institutional vision is materialized by conducting various programmes and support services given to the first generation learners of the socially deprived. Scholarships and free ships, physical infrastructure, Skill oriented vocational programmes, B. Voc courses, certificate courses and women empowerment programmes improved the life standards of people in general, minorities and backward classes in particular.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	M.E.S. COLLEGE
Address	MES COLLEGE MARAMPALLY ALUVA-7 ERNAKULAM DT
City	ALUVA
State	Kerala
Pin	683107
Website	www.mesmarampally.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	A BIJU	0484-2677104	9446078587	0484-267858 7	mescollegemarampally@gmail.com
IQAC Coordinator	MANZUR ALI P P	0484-2677109	9447587335	0484-	manzur@mesmarampally.org

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

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

Establishment Details				
Date of establishment of the college	01-01-1995			
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	23-12-1998	View Document		
12B of UGC	10-01-2001	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Four star rating for the Additional Skill Acquisition Programme of General and Higher education department Government of Kerala
Date of recognition	09-03-2017

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MES COLLEGE MARAMPALLY ALUVA-7 ERNAKULAM DT	Rural	25	18884.76

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	BA,Arabic	36	Plus Two	English	38	22
UG	BSc,Biosciences	36	Plus Two	English	38	37
UG	BSc,Biosciences	36	Plus Two	English	38	37
UG	BBA,Business Administration	36	Plus Two	English	70	68
UG	BCA,Computer Applications	36	Plus Two	English	70	68
UG	BCom,Commerce	36	Plus Two	English	70	62
UG	BCom,Commerce	36	Plus Two	English	64	48
UG	BSc,Electronics	36	Plus Two	English	70	64
UG	BA,English	36	Plus Two	English	38	29
UG	BSc,Mathematics And Statistics	36	Plus Two	English	38	21
UG	BSc,Physics	36	Plus Two	English	38	17
UG	BSc,Psychology	36	Plus Two	English	50	46
UG	BVoc,Vocational Studies	36	Plus Two	English	50	15
UG	BVoc,Vocational Studies	36	Plus Two	English	50	23
PG	MSc,Biosciences	24	Degree	English	27	27
PG	MSc,Biosciences	24	Degree	English	15	15

PG	MSc,Biosciences	24	Degree	English	26	25
PG	MSc,Computer Applications	24	Degree	English	15	15
PG	MCom,Commerce	24	Degree	English	30	27
PG	MSc,Electronics	24	Degree	English	30	23
PG	MA,English	24	Degree	English	16	11
PG	MSc,Physics	24	Degree	English	16	16
PG	MA,Human Resource Management	24	Degree	English	18	18

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				8				26			
Recruited	0	0	0	0	3	5	0	8	7	15	0	22
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				74			
Recruited	0	0	0	0	0	0	0	0	15	58	0	73
Yet to Recruit	0				0				1			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	11	1	0	12
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				34
Recruited	16	18	0	34
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	1	1	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	2	3	0	5
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	1	4	0	2	3	0	10
M.Phil.	0	0	0	1	0	0	2	1	0	4
PG	0	0	0	1	1	0	3	11	0	16

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	5	0	7
M.Phil.	0	0	0	0	0	0	3	4	0	7
PG	0	0	0	0	0	0	8	49	0	57

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	Others	Total
		2	8	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	180	0	0	0	180
	Female	467	0	0	0	467
	Others	0	0	0	0	0
UG	Male	220	1	0	0	221
	Female	325	4	0	0	329
	Others	0	0	0	0	0
PG	Male	20	0	0	0	20
	Female	156	1	0	0	157
	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	21	23	25	35
	Female	33	28	39	32
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	2	2	0	3
	Others	0	0	0	0
OBC	Male	188	202	246	209
	Female	296	334	356	377
	Others	0	0	0	0
General	Male	27	33	47	41
	Female	58	50	67	69
	Others	0	0	0	0
Others	Male	1	3	0	2
	Female	3	2	3	2
	Others	0	0	0	0
Total		629	677	783	770

3. Extended Profile

3.1 Program

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

Response: 707

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
23	23	23	22	19

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1997	2009	1829	1620	1494

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
651	634	634	497	451

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
688	655	533	519	480

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
103	102	98	91	79

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
104	103	99	92	80

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 64

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

2017-18	2016-17	2015-16	2014-15	2013-14
429.1	484.3	486.6	270.1	242.8

Number of computers

Response: 292

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:

M E S College Marampally being an affiliated college follows the syllabi prescribed by Mahatma Gandhi University. On the basis of University calendar, the Staff council prepares its own calendar while teachers frame teaching schedule and teaching plan of each course for the effective curriculum delivery.

The smooth functioning of teaching-learning activities is ensured by preparing a general time-table at the beginning of every academic year. The conduct of a Career Orientation programme for the UG/PG students in the first semester is a regular annual feature of the College. The PG Orientation programme is residential. Two centralized internal examinations that include a model examination is conducted as per the University examination pattern. Monthly report on academic activities prepared by each faculty member is evaluated by Head of the department and the same referred to the Principal. IQAC conducts Academic audit at the end of every semester to ensure time bound curriculum delivery. Students' feedback is also taken at the end of each semester. Annual audit is conducted by the Core Monitoring Committee of IQAC to evaluate the whole process of academic activities.

The College has a unique inter disciplinary Resource sharing programme for PG students to promote knowledge sharing and knowledge enrichment. During tutorial hour, teachers engage classes to students of other disciplines. Marking of attendance, recording of internal marks and monthly report of all departments is done through a centrally managed Software. Parents are informed daily of student attendance through Mobile alerts. Most of the class rooms are Smart rooms. The library is well stocked with books, magazines, journals and makes available N-LIST, online journals and free internet facility. PTA funded Book Bank facility exists for financially weak students. The College has a well - equipped Language Lab and e-content development Studio. DST-FIST funded science laboratories ensure academic research in the institution.

To help the Slow learners, in addition to the Government funded SSP (Scholar Support Programme), PTA funded Remedial coaching is provided. For Advanced learners, career orientation programmes, visit to industries and reputed institutions are provided under the Government funded WWS (Walk with Scholar) programme. Alumni supported Orientation programme, "Campus to Corporate" is regularly conducted. For advanced practical experience, students take up OJT/Field projects in reputed institutions. Psycho-social support is given to the students by the tutor and the counselor of College Counseling Centre. College is a Local Chapter of NPTEL courses and offers various certificate courses. Funded workshops/seminars are organized. Both UG and PG students attend conferences/seminars and present papers. Many students have published papers in reputed journals. KSCSTE funded student projects, Mini Projects by the Electronics students and Case studies by Psychology students are regularly conducted.

The institution is the first in Kerala to offer a skill oriented Certificate course in Emergency Response and Disaster Management. The College also offers Additional Skill Acquisition Programme (ASAP) of Govt. of Kerala. B.Voc courses ensures skill based learning and lateral and vertical mobility to the students.

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

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

Response: 14

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
5	3	1	0	5

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: 17.97

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
5	2	1	6	3

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: 38.47

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

Response: 272

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View 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: 100

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

Response: 23

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	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: 10.37

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
619	97	183	11	80

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

1.3 Curriculum Enrichment

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

Response:

Being an affiliated institution, the limitation of academic flexibility to integrate relevant contemporary concerns on Environment, Sustainability, Gender, Ethics and Human values is addressed by conducting seminars, awareness programmes, annual observance of Important Special Days, executing projects and organising Invited talks by experts. World Environment Day, International Ozone Day and World Wetland Day is regularly conducted with the financial assistance of KSCSTE to create awareness and understanding about environmental issues. Two funded projects on Solid waste management and Rainwater harvesting have been implemented in the post accreditation period. The Department of Commerce conducted a UGC Sponsored seminar on *Sustainable Solutions in e-waste Management* in November 2014.

The NSS of the College associates with the Kerala Agriculture Department to promote Organic farming among the students in the neighbourhood. “Shanthisthal,” a protected area in the campus is sponsored by the Kerala Biodiversity Board. Recycling rags to make cloth bags for sale to reduce the use of plastic carry bags has been taken up by the Commerce students. The banks of river Periyar at Aluva are cleaned by the students periodically. The College canteen has switched to using steel utensils and use of flex banners is discouraged.

Emphasising women empowerment, programmes on the theme of self- defence, sexual abuse and legal aid, cybercrimes, ragging, domestic violence are conducted in association with Kerala State Legal Service Authority (KELSA) and Police Department. National Seminars were conducted on *Women’s Rights- Human Right’s Perspective* in 2014 and on *Cyber Crimes: Issues and Challenges* in October 2015. The College excels in Martial Arts training and girl students have represented India in Ju-Jitsu for Asian Indoor and Martial arts games held at Turkmenistan in September 2017.

Calculated to instilling humanitarian values, the College has successfully associated with Kerala State Literacy Mission in promoting literacy among the migrant community and holds classes to empower school students of the neighborhood. Students serve as Palliative care givers to the local Panchayat community. Two houses have been constructed through student funding under *Home for your friend* scheme.

The recent revision of the curriculum by the University has led to the inclusion of at least one Core course related to environment, human rights or gender sensitization in the syllabus. The BCA, BSc Physics and BSc Microbiology departments offer Open courses in Cyber Law, Energy and Environment Studies and Environmental Science respectively.

There are thirty courses across all programmes related to Gender, Environment and Sustainability, Human values and Professional Ethics.

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: 24

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

Response: 24

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 38.81

1.3.3.1 Number of students undertaking field projects or internships

Response: 775

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: E.None of the above</p>	
File Description	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: E. Feedback not collected</p>	
File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 1.23

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
21	24	22	22	20

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 81.89

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
727	770	783	677	629

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
920	920	911	888	744

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 81.23

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
456	484	543	452	375

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 Tutor collects information regarding the academic and extracurricular performance of the fresher on admission and a diagnostic test is conducted. Performance in the first internal examination is also taken into consideration to prop up the need of advanced learners and slow learners.

Programs for Slow learners

Bridge Courses: Bridge courses are conducted by different departments to reduce the knowledge gap between slow learners and advanced learners. Special bridge course in programming is conducted by the department of Computer Applications.

Scholar Support Programme (SSP) is an initiative of Govt. of Kerala to uplift under achieved students to the mainstream providing study materials and external mentors.

Remedial measures: Academic support in the form of previous years question paper discussion, Crash courses prior to examinations, additional lab hours and retests are provided with the financial assistance of PTA and UGC and Psycho social support is given by the MES Counselling centre.

Peer learning is implemented in Department of Business Administration and Commerce by forming advanced learners group and assigning them with the duty to help slow learners in knowledge acquisition.

Library has a collection of special books which are at the comprehension of slow learners. E-resources are

also available in the library website.

Comprehensive Question banks are kept in all the departments including previous year University question papers, model questions and Multiple Choice Questions.

Equal opportunity cell and Entry in to service programmes are also in place to support the diverse need of learners in respect to their back ground and personal attributes.

Programs for Advanced learners

Walk With a Scholar (WWS) is an Initiative of Higher Education, Government of Kerala. Since its introduction the programme has been invoked in the college for providing proper guidance to under graduate students having brilliant academic records.

The library offers an array of resource materials to prepare students for competitive examinations. PSC Bulletin-weekly, Employment News, General Knowledge Today – Monthly, Year Books, Books on NET, GATE, MAT, Civil Service etc are a few to name.

Online Resources: The institution is a member of N-LIST and DELNET enable access to the e-resources. An IEEE paper presentation is conducted in the Electronics department.

Certificate courses of Additional Skill Acquisition Programme (ASAP), DCA, Spoken tutorial courses, NPTEL and departmental courses.

Career Guidance and placement cell helps advanced learners to set career goals that suit their skill, knowledge and interest. NET Coaching classes are MOCK MAT tests are also available.

Language & Audio Visual Lab: The language laboratory with audio-visual installation is used in the college to aid the students in modern language teaching.

Research & Publications: Students are encouraged to attend National and International conferences and there are many KSCSTE research projects. Exhibitions and working models are also prepared by the students.

Production Unit: Production unit namely ‘ArtisDisino’ do professional works in photography designing, videography and documentary making.

Extension/out reach programmes/participation in clubs: A Major portion of the students are engaged in social extension activities and students are promoted to join in various clubs and cells.

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

2.2.2 Student - Full time teacher ratio**Response:** 19.39

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.3**2.2.3.1 Number of differently abled students on rolls****Response:** 6

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

Our institution is committed to implement student centric methods which are intended to address the distinct learning needs of the students. Various methods are used by the mentors to promote independent learning in students.

Participative methods

ICT aided seminar presentation and assignments, Case study analysis, Group discussions, Helper groups, Flip teaching, Booklet preparation, Service learning, Knowledge sharing programme, Debate and quiz and Walk with scholar programme

Industrial Visits-Industrial visit/Lab visit/StartUp village visits are regularly conducted

Clubs-Personal and collective responsibility are inculcated among the students by operating various clubs viz. Fine Arts and Literary Clubs, Readers Forum, Nature Club etc.

Human Values-Nurturing human values in students are the most essential objective education

- Students are involved in the activities like, Red ribbon club, Pain and palliative care, Swachh Bharath, “Home for your friend” programme and” PRAGATHI”
- Blood donation camps, Medical camps and AIDS awareness programmes are regularly conducted

The College has an Innovation and Entrepreneurship Development Centre (*IEDC*) of Kerala StartUp mission.

Leadership building programmes

- Our students form the major share of the instructors in Migrant literacy programme of Kerala State Literacy Mission
- Pathways-A five day personality development workshop under the Corporate Connect Forum, for the students of Govt. U.P. School, Vazhakulam.
- Students are actively involved in the awareness projects like solid waste management, rain water harvesting and also to educate the people in the neighbourhood
- E-Paadasaala for the school students by the Computer science students

Skill enrichment methods

- Kerala State Council for Science and Technology funded student projects in science departments. Twenty three projects have been sanctioned in the past five years
- On the job training, Internships and mini project exhibitions
- A Digital book was prepared by BVoc animation students for the Kerala Literacy mission to use as learning aid for Migrant literacy programme
- Exhibitions, Poster making and technical fest are conducted regularly to bring out the creative skills of the students
- App development by the Electronics students
- Byline on newspapers by the students of English
- PG students are encouraged to present papers from journals

Skill enrichment Courses/Programmes-The institution encourage enrolment of students in MOOCS and similar courses

- The institution is a local chapter of NPTEL. More than three hundred students have been qualified NPTEL courses. Students are also enrolled in SPOKEN TUTORIAL programme
- Students enrolment in Kerala Higher education initiative programme Additional Skill Acquisition programme
- Students participation and paper presentation in National and International conferences

Scientific temper- The spirit of enquiry and scientific temper among the neighbourhood community and schools are nurtured by conducting National Science Day in every year.

MES Radio by the students- To promote the report preparation and communication skill, College has started a radio broadcast in the campus.

Environmental consciousness- several green initiatives are functional in the campus as a part of environmental literacy. We observe World Wetland Day, International Ozone Day, World Environment Day etc. and conduct cleaning drives.

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

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

Response: 90.29

2.3.2.1 Number of teachers using ICT

Response: 93

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

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

Response: 19.39

2.3.3.1 Number of mentors

Response: 103

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovations and creativity in teaching is sensitised in the institution by conducting workshops, seminars, training programmes and faculty development programmes on thrust areas like holistic education, technology enhanced learning, e-resources and learning management systems. The faculty members are hosting websites and blogs to share learning resources and some of them are using learning management

systems. The institution is a subscriber of N-LIST and DELNET to facilitate access to e-resources and journals. The envisioned policy to promote MOOCs is materialised by the NPTEL local chapter of the institution. To promote interdisciplinary studies every department offers open courses.

Various innovative methods practiced are

Service learning by the students of Psychology-The student assignments presented before the students and feedback is collected. Game based teaching, brainstorming sessions; Internships in hospitals are also conducted to reinforce the learning experience about the concepts discussed in the classroom.

A digital book for the migrant literacy programme of Kerala literacy mission, Department of Vocational Studies developed a digital book as a part of their internships.

Knowledge sharing programme- PG students of Electronics take classes to PG students of Computer Science and Physics on Microcontrollers and Embedded systems, MATLAB etc. and the students of Computer Science share their knowledge in Java Programming and .NET etc.

A blog is created by the Department of Computer Applications for uploading the study materials which can be downloaded by the students. The blog is made interactive to post the doubts and questions of students.

Paper presentation by students. The students are encouraged to present published papers from journals in research forum as a part of imbibing research culture in the students. Many students are presented papers in National and International conferences.

The management skills of the students of Department of Business Administration are enhanced by conducting entrepreneurship programs, case study and management games.

Cross age learning and peer teaching by the Department of Commerce is imperative in augmenting creativity of students.

Night sky watch programme is conducted by the Physics department to enhance the learner's experience. The department also instils the spirit of creativity through SYP (Sharper Your Physics), PSD (Problem Solving Drive) and exhibitions.

Skill enrichment programmes like KSCSTE funded student projects. Industrial visits, seminars, workshops and journal publications are hallmarks of Department of biosciences for enhancing creativity.

Role play, By-lines and student newsletter by the English Department

Film festival/Film appreciation/Film criticism. In order to help the students to imbibe the concept about the development of drama and films in Arabic by the Arabic department.

Mathematical model exhibition by the Department of Mathematics and the one day intercollegiate event on "Mathematics in you" are unique programmes of the College.

Exhibition and poster presentation-Exhibition and poster presentation by the departments in association with the observance of important days are cardinal features of the College.

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: 98.94	
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: 13.42				
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
17	15	12	10	10
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: 11.6	
2.4.3.1 Total experience of full-time teachers	
Response: 1194.91	

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: 6.34

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
1	2	1	2	0

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

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

Response: 31.97

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
31	31	32	30	28

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:

Being an affiliated College, the institution scrupulously follows the evaluation system implemented by the University. The evaluation reforms made by the University are communicated to the College prior to its implementation. The reforms initiated and practiced by the Institution are in accordance with those introduced by the University. The major components that sum up the reforms in CIE at the institutional level are described below.

Academic Calendar: The College prepares an Academic calendar according to the University calendar which is ratified by the Staff Council and implemented by HODs. In the beginning of an academic year the calendar is distributed among the students. The complete regulations regarding CIE including examination pattern and evaluation criteria are published in Academic calendar and College website.

Internal Examination Cell: The internal examination cell is responsible for the proper conduct of internal examinations in the college. Two internal assessments are held centrally in every semester. IEC is responsible for scheduling, collecting question papers, preparing invigilation rosters and making seating arrangements. Also IEC ensures the question papers are set in accordance with University examination pattern.

Valuation & Feedback: The answer sheets are valued within one week after the examinations. Corrected scripts are discussed individually with students to get their feedbacks. The scripts are then kept in concerned departments till the end of the semester, to address any issues that might arise in future.

Supplementary test: Students are given opportunity to appear for supplementary examinations if they couldn't attend the test. Chances are also given for bettering their scores in internal examinations

Assignment/Attendance: Proper weightages has to be allocated for assignments and attendance. Attendance and assignments are evaluated for each student and marks are awarded as per University guidelines. Monthly attendance statements are prepared and published for informing students.

Seminars/Viva Voce: Seminars and viva voce are also considered in preparing internal marks for UG students.

Tutorial system: The institution has a dedicated tutorial hour every week with an objective of providing psycho social support to the students. A one-to-one discussion is facilitated by the tutor guide the students in curricular and co-curricular activities based on the skill sets. Remedial measures are recommended to slow learners. A Bio data book is maintained by the tutor to record the curricular and co-curricular activities of the students.

Parents meeting are convened at department level to review the progress of the students' performance. Appropriate support mechanisms are suggested to parents by the tutor in the meeting.

Uploading to online Portal: The internal marks and attendance details are uploaded timely in the college portal tcs.mesmarampally.org. Students and parents have login rights and can access the relevant information.

Uploading to University Portal: The tutors prepare the internal grade sheets and the Grading and restructuring coordinator finally uploads the internal marks into the University portal.

IQAC Academic Audit: The IQAC Cell of the college conducts an academic audit and provides feedback at the end of each semester to ensure that departments are following the academic calendar without flaws.

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

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

Response:

As per MG University regulations, CIE has different components such as internal examinations, assignments, attendance, seminar and viva voce, with fixed weightages to each component. 50% of the internal marks are awarded to two internal assessments. 25% is allocated to assignment and 25% is allocated to attendance. Tutor level orientation is given to the students on the mechanism and guidelines of internal evaluation. Different measures are taken at various levels to ensure that internal assessment is transparent and robust in terms of frequency and variety.

Attendance report: Student attendance management system sends SMS alerts to parents. The attendance report is published every month by respective class tutors. The students can also access the same from college web portal.

Syllabus & Schedule: The Syllabus of the exam is announced well in advance before the examination. Since detailed question papers are prepared in accordance with University exams, students get the chance to prepare thoroughly covering all the topics. The schedule of the examination is also prepared in advance and given to students. This gives students ample time to study for the examination.

Timely Valuation: The valued answer scripts are returned individually to the students in one week time. Students get the chance to consult the subject teacher to make corrections if any. The answer scripts are then returned to the departments and kept safe to address any issues that might arise in future for the entire semester.

Centrally held Examination: The examinations are held centrally and coordinated by IEC. This minimizes chances for malpractices and emulates the invigilation and seating arrangements of university examinations.

CCTV Surveillance: CCTVs are installed in the examination halls to ensure utmost transparency as per the directions of High Court of Kerala and Mahatma Gandhi University.

Additional examination: Students are allowed to appear for supplementary examinations if they couldn't attend in the scheduled test for genuine reasons. Betterment chances are also given to improve their

grades.

Students' review: The internal examination scripts and final internal examination performance cards are given to the students for review. Signatures of the students are ensured in the sheets before it is uploaded into University portal.

Student Grievance Cell & Complaint boxes: Any grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher at first level and further to tutor, HOD and Principal. The students can approach the Grievance cell and they can put complaints in Complaint box.

Seminars/Projects/Online Assignments/Slide Presentations: Apart from internal assessments and assignments students are also asked to present seminars, submit online assignments and prepare slide presentations on various topics. Experiential learning like field projects and internships are promoted in some departments.

Weekly/Monthly Test: Monthly/weekly tests are conducted by subject teachers by considering the current module. This gives the students to break up and covers the syllabus of the subject into different sub units. Also the students can claim the highest of these test scores to be considered as the first Internal Examination.

File Description	Document
Any additional information	View 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 Grading and Restructuring Internal Coordinator helps the students to be aware of the Grievance mechanism related to internal examinations. They ensure that the CBCSS orientation is conducted at tutorial level. Grievance Redressal mechanism is functioning at three levels, Department level, Principal as Chairman at College level and University level. The information in this regard is also made available in the College calendar. Internal evaluation reports are timely uploaded and submitted to the University by the Principal.

Student Grievance Cell & Complaint boxes: Any grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher, tutor, HOD and Principal in that order. Also the students can approach the Grievance cell if their concern is not addressed. Students can also put complaints in complaint box.

Cross verification: The criteria as per University regulations to calculate internal marks are informed to the students. The students can independently calculate their marks and cross verify it with the subject teacher's assessment. Since the assessment is performed in quantitative manner, chances of error are

minimum.

The students are given answer scripts for review. Similarly, internal grade sheets are given to the students for verification and signature is obtained before the upload into University web portal. The marks are also entered in the Bio-data book provided to the Tutor.

Online portal access: The online portal that manages internal assessments and assignment is accessible to students and they can verify the cumulative progress in each component. Attendance details are available to view by the students and an SMS alert is sent to parents' mobile daily. Parent login is also enabled in the portal. Departments are also conducting Class PTA after Internal examinations.

University examination related grievances are communicated through the Principal who is in-charge of Superintendent of Examinations to the Controller of Examinations, MG University. Major grievances are external valuation discrepancies, difference in attendance of Practical Examination and Correction in the Open Course.

File Description	Document
Any additional information	View Document

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

Response:

The institution has an efficiently functioning system in place to ensure that it adheres to the academic calendar. Staff council presided by the Principal, HODs and three elected members are responsible for scheduling and coordinating academic activities in the college. The academic calendar is planned and scheduled by the Staff Council in consultation with IQAC. Individual departments prepare an action plan for the academic year based on the calendar. Head of the Departments, Tutors and Teachers will implement the calendar and prepare teaching schedule and teaching plan. Internal Quality Assurance Cell consolidates the curricular and extracurricular activities based on the action plan submitted by the Departments. A team of faculty members with a coordinator is entrusted to conduct the internal examination centrally.

Academic Calendar in accord with University Calendar: The College has an Academic calendar and handbook ratified by the staff council and implemented by HODs which is totally in accord with the University calendar. The University examination schedules are announced in the beginning of an academic year, and the calendar & handbook is distributed among the students. All the co-curricular and extracurricular activities conducted in college are ensured to be in line with University Calendar.

Internal Examination Cell (IEC): The Internal Examination Cell is responsible for the proper conduct of internal examinations in the college. Two internal assessments are held centrally in every semester. IEC conducts these internal examinations such that the portions are covered completely before University examinations.

Result Publishing: Internal examination results are published within a weeks' time. The consolidated results are prepared by the tutor and it is announced to the students. Examination related grievances are

addressed promptly and the marks are uploaded to University portal timely.

IQAC Academic Audit: The IQAC Cell of the College conducts an academic audit and provides feedback at the end of each semester to ensure that the departments are following the academic calendar properly. A teacher feedback is also collected at the end of every semester to improve the teaching learning process.

Clubs/Cells: The clubs/cells that ensure various co-curricular and extra-curricular activities carried out in an efficient and time bound manner in accordance with academic calendar.

File Description	Document
Any additional information	View 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 (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are the basic set of concepts, knowledge and skills acquired by the students on successful completion of a specific course/programme. To define the POs, PSOs and COs, is a basic requirement to design curriculum. MG University has Board of studies for each programme with academic experts from respective stream as their members. The Board is responsible for periodically revising the syllabus and defining the set of POs, PSOs and COs accordingly. A well-crafted set of POs, PSOs and COs lay the foundation of a syllabus. The POs, PSOs and COs identify the sets of skills/concepts/knowledge that to be possessed by the student to be academically capable and competent in the industry. Before the beginning of a course, these POS, PSOs and COs has to be properly communicated to the students and faculty members. We take a number of measures in this institution to ensure that POs, PSOs and COs are properly communicated to the students in a timely manner.

University Website

MG University is maintaining a website to manage academic and administrative duties of university. The website has displayed POs, PSOs and COs of every course offered by the university.

College website

In addition to this, the college website also provides POs, PSOs and COs of every course offered by the institution. These details are accessible to the students, faculty members and public.

Orientation Programme

Orientation programmes are conducted by the institution as a whole and individually by each department in the beginning of an academic year. The syllabus, POS, PSOs, COs and scope of the programme/course is communicated to the students.

College Calendar

In addition to that, a college calendar is prepared and distributed among the students and faculty members. The calendar includes comprehensive details such as personal and academic information of faculty members, contact information and programme outline. College rules and regulations, fee structure, details of clubs and forums, College Almanac etc.

Department meetings

A detailed department meeting is held in the beginning of an academic year to allocate subjects and communicate POs, PSOs and COs to each of the faculty members. The faculty members are then responsible to further communicate it to the students and to clear their doubts regarding them.

Tutors

Tutors are responsible to ensure that each student has a fair idea about the syllabus, POs, PSOs and COs. They have bridge courses conducted if necessary in the beginning of a semester to mould the students to meet the requirements of a particular course.

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

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

Response:

College initiates necessary steps to identify and evaluate whether the proposed program outcome is attained by each department and the college as a whole. Each department has a different proposed outcome but for evaluating whether they are attained or not, college has a common criterion and evaluation technique-Matrix Mapping Method. The Institution follows the assessment strategies directed by the University. The progress and performance of each student in the entire period of the program is monitored through an organized mechanism. The internal evaluation is done based on two centralized internal examinations, assignments, seminars and attendance. This strategy facilitates the continuous monitoring of students' progress. Formative assessment conducted by the University also helps to assess the program specific and course outcome.

The assessment tools are:

- **Internal and model examinations:** The examinations are scheduled according to the University calendar at the beginning of each semester and it is followed in a time bound manner.
- **Regular class tests:** Each department conducts class tests for each course which are the indicators of the course outcomes.
- **Assignments:** The teaching plan prepared at the beginning of each semester, includes the dates of submission of assignments. Two assignments in each semester are given to students and are taken into account for the internal assessment.
- **Seminars:** ICT enabled seminars are assigned to students and the assessment is done by a group of teachers. Weightage in internal assessment is given according to the performance in seminar.
- **Projects:** Individual projects and group projects are given to PG and UG students respectively for assessing the course outcome and hence the learning outcome of students.
- **University examinations:** Formative assessments are conducted by the University and practical examinations for the lab oriented programmes are also conducted to evaluate the program outcome.
- **Viva-voce:** Viva- voce is conducted at the end of the programme by the University and the score is included in the last semester assessment sheet.
- **Analysis of examination results:** Analysis is done after each and every examination at the department level. Program wise and course wise analysis gives an account about the program outcome and course outcome.
- **Feedback:** Feedback is collected from stakeholders to analyze the student performance and hence the program specific outcome. Suggestions are taken from alumni also. Remedial measures are effectively implemented to improve the program specific outcome.
- **Analysis of status of higher education and employment:** Each department takes necessary steps to update and analyse the status of progression to higher education. College is keeping a database of student placement details and it is used to analyse the status and progression of employment.

Level of attainment

- 70% of the enrolled students successfully completes the program.
- About 25% of the outgoing students opts for higher education.
- Thirty five percentage of the students gets employment.
- Many of the failed students are able to obtain an employment after completing the program in the areas of online business, small scale industries etc.

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

2.6.3 Average pass percentage of Students

Response: 61.86

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

Response: 352	
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution	
Response: 569	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response: 3.44

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 37.79

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
16.96	2.2	2.94	3.5	12.19

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

3.1.2 Percentage of teachers recognised as research guides at present

Response: 1.94

3.1.2.1 Number of teachers recognised as research guides

Response: 2

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: 1.57

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

Response: 39

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

Response: 124

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

3.2 Innovation Ecosystem

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

Response:

The Entrepreneur Development Club of the College hosts workshops and industry visits to motivate, encourage and promote entrepreneurial skill among the students and help them become first generation entrepreneurs through self -employment. The College enjoys the funded support of Department of Science and Technology - NIMAT and conducted a three day Entrepreneurship Awareness camp. Workshops conducted include those on ED awareness, Idea generation, jewellery making, detergent and bagmaking, painting on glass and fabric. ED club members have been taken to attend the ED Boot up Camp at Technopark and the Young Entrepreneurs Summit, both organised by the Kerala State government. Industry visits have been taken up and talks with successful entrepreneurs arranged to motivate students. The College has adopted it as a policy to invite successful Alumni entrepreneurs to interact with the students to give concreteness to the theme of entrepreneurship. Visits to StartUp Village at Kakkanad, Kochi has helped students identify the opportunities available to them and also how innovative ideas can be worked out in a practical business environment with the help of technology.

The ED Club has charted growth and progress by getting upgraded as an **IEDC/ Incubation Centre recognised by the Government of Kerala in 2018**. Smt. Rafeekamol C.A , ED Club coordinator has been appointed as the Nodal officer of the Incubation Centre by Kerala State Government. The IEDC of MES College Marampally has been sanctioned Rs.2,00000 as initial grant by Kerala StartUp Mission for running the Incubation Centre in the College.

The Institution enjoys collaboration with Kerala Startup Mission, Kerala State Industrial Development Centre, Kalamassery, KudumbasreeErnakulam Chapter, Startup Village, Kochi, DST-NIMAT and the NGO, Plan@ Earth.

Infrastructure facilities offered at the Incubation centre include

- Incubation Room
- Computer lab Facility
- Electronics lab facility
- Library including software lab

Specialised subject knowledge that resides with teachers and students find effective transfer and practical utilisation in the various activities/ practices of the college.

Biosciences Department successfully runs a government accredited water quality testing lab along with offering consultancy service and training in water harvesting and solid biomass waste management. **Department of Psychology** promotes Service Learning with active student involvement targeting the emotional wellbeing and personality development of school students. Supporting the migrant guest workers in an effort aimed at making them literate, **the B.Voc Animation and Graphic Design Department** students designed the text and animation of the digital book *Hamari Malayalam* published jointly with the Kerala State Literacy Mission. Showcasing their creations, public exhibitions of paintings have been held by the Animation students. Translation of documents in Arabic to target language to help individuals and business firms is routinely undertaken by the Department of Arabic besides giving training in Arabic script writing to school students. **Department of Computer Application** provides training in Data Management system, Web technology, Computerised Accounting and Tally to higher secondary students and basic computer skillsets to upper primary students through its programme MES Padasala. **Department of Business Administration** conducts annually a 5 day workshop, *Pathways*, on Life skill Management for school students.

File Description	Document
Any additional information	View 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: 26

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
8	5	7	4	2

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

3.3 Research Publications and Awards

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

Response: Yes

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

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

Response: Yes

File Description	Document
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

3.3.3.1 How many Ph.Ds awarded within last five years

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

Response: 2

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

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

Response: 0.39

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
9	8	6	11	3

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

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

Response: 1.42

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
23	29	34	37	11

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:

Extension activities of the College are designed to promote social participation of the students to benefit and empower the larger community and also instil humanitarian values. The main beneficiary of the College is the local Vazhakulam Panchayat. NCC, NSS, Youth Red Cross, Nature Club, Alumni association together with all the departments devote themselves to this effort. The College conducts surveys, designs teaching modules, organises classes on Energy conservation, implements Rain harvesting projects at Panchayat level, runs counselling clinics, holds fund collection drives for Charity, takes awareness classes on environmental issues, takes up cleaning of Periyar river bank, participates proactively during the Puttingal humanitarian crisis situation in Kollam District with setting up Clinical Psychology Aid camps and provide computer literacy classes to help the local community access various E governance programmes of the government. Educational classes on the dangers of Substance Abuse, health awareness programmes on the pitfalls of addiction to junk food, awareness class on health hazards of mobile phones, yoga classes and *Pathways*, a personality development programme for young children are some of the other extension works undertaken by the students. *Computer Padasala* oversees to

extending the reach of digital literacy among the students of neighbouring schools. ABACUS training is given to young school children fosters the mathematical skill sets. Students actively helped in promoting and preserving the indigenous *Mappila Kala* art forms which is part of the cultural heritage of Kerala when they organised an All Kerala inter University competition in collaboration with the MES District committee. Medical camps in Allopathy, Homeo and Ayurvedic disciplines have been successfully conducted for the local society. Visits/ voluntary services to Old Age Homes, Care centres for people with special needs, Destitute homes help fine tune the humane social qualities of the students.

The creative social sense of BVoc Graphics and Animation students was evident when they designed a digital text book, *Hamari Malayalam* to teach Malayalam to the migrant labourers of the State in collaboration with the *Changathi* project of State Literacy Mission. The College under State Literacy Mission carried out a survey on the migrant labourer population of Perumbavoor Municipality and also led literacy classes on weekends to help the migrants assimilate culturally and linguistically with the native populace. A Government approved Water Quality Analysis lab functions to help the local community test the quality of potable water. *Mazhakoythu*, the Rain water harvesting programme has helped raise the water table level of two drought prone wards of the Vazhakulam Panchayat. Awareness class on Mosquito Eradication was effectively conducted in this Panchayat prone to Dengue fever. Aadhar Enrolment campaign in the locality is another significant initiative. Arabic Braille script was donated to the students of the Blind School at Keezhmadu demonstrating social responsibility to the visually challenged. The College has associated with the Kudumbasree women empowerment Self Help groups by providing training classes in English, Arabic and Computer skills. *Swapnaveedu* housing project, with funds fully raised by the students enabled two students to be proud owners of 600 sq.ft. pucca houses.

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: 15

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
6	3	1	2	3

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: 110

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
40	14	13	13	30

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
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: 83.16

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
1997	2009	1829	256	1494

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: 61

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
17	17	10	6	11

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

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

Response: 31

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
5	7	12	3	4

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
Any additional information	View Document

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Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Institution meets the requirement of quality infrastructure for the academic, extracurricular and administrative activities in consultation with the heads of the departments and administrative staff. The class rooms have spacious seating for 70 students and is equipped with LCD/TVs for technology enhanced learning. The classes are provided green chalk board, lectern and Public address system. Public address system doubles up as student radio station – ‘MES Radio’. Voice amplifier is provided to the teachers in classrooms with large strength. Fully equipped conference hall and seminar hall is available for the conduct of academic seminars and other programmes. Auditorium with a seating capacity of 1200 caters to large public meetings. An excellent Front office functions in the Main Block.

The laboratory of science departments are DST-FIST funded. The Biosciences department is having a government accredited lab for water quality analysis. The College has three Computer labs with latest configuration and software with 30MBPS Wi-Fi connection. An ERP software has been installed for entering Student details, attendance, Internal marks and activity reports of the departments. Generator and UPS ensures uninterrupted power supply to the laboratories and classrooms. A Language lab and an Audio Visual room are in place to improve the communication skill of the students. 2D and 3D animation lab facility is provided for animation video production and editing. A studio floor having dubbing facility with acoustics, Edit suite and E-content development is recently installed in the campus. A well-defined area is demarcated for the Innovation & Entrepreneurship Development Cell (IEDC) of Kerala Start-Up Mission.

Fully automated Library ensures N-LIST and DELNET access. Plagiarism check software, *Plagiarism X*, is available for students to check their dissertations. Software to help the visually challenged students to access books and study materials is installed in one desktop. A Network Resource center and Media center operates adjacent to the Reading room of the library. Book Bank facility and reading room with a seating capacity of 120 is provided to the students. Well planned layout of the infrastructure facilitates excellent student support. Common Amenity Center consists of Counselling center, Ladies Tailoring center run by Women cell, NSS room, Alumni room and Staff Recreation room. Canteen facility, Cooperative store, safe drinking water facility, a well maintained water purification system, Ladies Retiring rooms and hostel for men and women are provided. Camera surveillance and service of security personnel are provided to ensure safety of students. Health and hygiene is ensured by Doctor on Call facility, Sanitary Napkin Vending Machine and Rest rooms. First Aid boxes are available in all departments. Ramps and other amenities are at the support of differently abled students. A well -equipped Health Club and Yoga center facilitates the fitness of the students. Conveyance of the students is made hassle free with twelve buses plying from different areas to the college. A creche, Prayer hall and ample parking facility is made available to both staff and students. Recently, a Solar panel to meet a power requirement of 10KVA has been installed in the Main block.

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

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

Response:

Sl. No	Facility	Year of Establishment	of Size/ Area
1.	Auditorium	2010	1418.82 m ² with 1200 seating capacity
2	200 mts Athletic Track	1995	120 m x 70 m 8400 m ²
3	Kho-Kho Court	2016	30 m x 20 m 600 m ²
4	Football Field	1995	90 m x 60 5400 m ²
5	Basketball court	2015	32 m x 19 m 608 m ²
6	Cricket, Baseball, Softball field	1995	100 m x 60 m 6000 m ²
7	Multipurpose hall	2012	20 m x 10 m 200 m ²
8	Badminton Court	2018	16 m x 8 m 128 m ² x 2 court 256 m ²
9	Conference hall	2004	167.04 m ²
10	New Block Seminar hall & Yoga hall	2016	513.32 m ²
11	Alumina Room	2018	32.73 m ²
12	NSS hall	2018	26.91 m ²
13	Women Cell & Tailoring Room	2018	28.86 m ²
14	Staff Recreation hall	2018	109.60 m ²
15	NCC hall	2018	26.90 m ²
16	Consultation Room	2018	21.89 m ²

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: 76.56

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 49

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

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

Response: 48.75

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
197.61	274.71	309.09	77.57	118.38

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 Library of the college has been recently renovated in a way to provide reader-friendly environment and best learning experience. The built up area spans 803.6 Sq. m with two storeys and comprises reference section, stack room, reading room and a network resource centre. Library system is reviewed by the Advisory committee which recommends suggestions. The Library has a good collection of books, journals, periodicals and newspapers. The Reading room has a seating capacity of 120 and the Network resource centre facilitates interactive classes apart from Internet access. Latest book additions are displayed in the reception of the library. The Network resource centre has 30 nodes with 14 computers which facilitate the students to download, scan and take print outs of the resources. Plug in facility for laptops with internet connectivity, Reprography facility, Media lab, Surveillance cameras and Bar Coding scanners are also available.

Library website provides information and services available in the library (www.mesmpylib.org). The website has given links to e-resources, databases, MOOCS, audio books, institutional repository etc. Information regarding the latest additions is also displayed in the Homepage. The Online Public Access Catalog (OPAC) facility enables the users to search online and locate books and other material available in the library. Plagiarism check software *Plagiarism X* is installed for students to check the authenticity of their projects and dissertations. The library is fully automated with ILMs software KOHA (Version 3.22.06.000 Year 2017). The software facilitates users to reserve, renew and recommend books in online mode. In house/remote access to electronic database is provided to users creating a login ID and password. The registered user can access more than 6000 e-journals, e-books and other electronic resources using N-LIST of INFLIBNET. DELNET database subscription enables the students and teachers to access to e-books, periodicals, CD ROM database, open access journals, US Patents and digital libraries. Institutional resources like previous year question papers, newspaper clippings, e-books and dissertation thesis are made available to the users.

The library conducts Orientation classes to the users every year to make them aware of various services and e-resources available in the institution. Reading Day is celebrated every year with seminars, discussions and book reviews. Seminars on e-resources, plagiarism, Workshop on Intellectual Property Rights and Book exhibitions are also conducted. A Best Library User Award is constituted to encourage reading habits in students. The Book Bank in the college was established in the post accreditation period with the financial assistance of PTA. There are more than 1200 books in the Book Bank to lend for the students of financially weak students. The institution takes earnest effort to collect and maintain rare books in the library.

Priority is given to serve differently abled students. Separate seating arrangement and audio facility in computer systems are provided to them. Safe drinking water facility is also available in the library. The library provides training to BLISC students of neighbouring institutions for their academic dissertation on request. Annual stock verification and maintenance of books are carried out well in time.

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

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

Response:

NAME OF BOOK	NAME OF PUBLISHER
AYURVEDIC SCRIPT ON THALIYOLA(THE PRE-TREATED LEAF OF AN ASIAN PALMYRA PALM)	
AMMA	PROGRESS PUBLISHERS, MOSCO
GERMAN KATHAKAL	
JEEVITHANGAL DARSANANGAL	PUBLISHED BY AUTHOR,DISTRIBUTOR:NA
NAGNA VANARAN	SAHITHYA PRAVARTHAKA COOPERATIVE
AGNI SAKSHI	SAHITHYA PRAVARTHAKA COOPERATIVE
ATHMAVIL SUGANDHAM	PUBLISHED BY AUTHOR,DISTRIBUTOR:NA
THE BEST STORIES OF JACK LONDON	DOUBLEDAY&COMPANY Inc.
MAXINTE CHARITHRA VYAKYANAM	HIDAYATH BOOK STALL
ADISTHANA THARKASASTHRAM	SAHITHYA PRAVARTHAKA COOPERATIVE
THE GREAT GOD PAN	OXFORD UNIVERSITY PRESS,MADRAS
MAXISM ORU PADANAM	PRABHADAM PRINTING AND PUBLISHING
TIPPU SULTHAN	AL HUDA BOOK STALL,CALICUT
PASHCHATHYA SAHITYA DARSANAM	SAHITHYA PRAVARTHAKA COOPERATIVE
VAIRUDHYADISTITHA BHOUTHIKAVADAM	THE PROGRESS PUBLISHERS, MOSCOW,US
CHARITHRA PADANANGAL	CHARITHRAM PUBLICATION, THIRUVANA
MAHARANI	ORIENT PAPERBACKS,NEW DELHI
EETHAPAZHATHINTE NATTILOOTE	MAHIMA PUBLICATIONS, CALICUT
TAGORINTE KADARATHNANGAL	SAHITHYA ACCADAMY,NEW DELHI
UPABOKRITHA SAMRAKSHANA NIYAMAM	KERALA STATE CONSUMERS CO ORDINAT
MALAYALA MANORAMA YEAR BOOK	MALAYALA MANORAMA
MALAYALA MANORAMA YEAR BOOK	MALAYALA MANORAMA
MALAYALA MANORAMA YEAR BOOK	MALAYALA MANORAMA
MALAYALA MANORAMA YEAR BOOK	MALAYALA MANORAMA
MALAYALA MANORAMA YEAR BOOK	MALAYALA MANORAMA
MALAYALA MANORAMA YEAR BOOK	MALAYALA MANORAMA
MALAYALA MANORAMA ANNUAL EDITION	MALAYALA MANORAMA
MALAYALA MANORAMA ANNUAL EDITION	MALAYALA MANORAMA
MALAYALA MANORAMA ANNUAL EDITION	MALAYALA MANORAMA

MALAYALA MANORAMA ANNUAL EDITION	MALAYALA MANORAMA	
MATHRUBHOOMI ANNUAL EDITION	MATHRUBHOOMI	
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KARALA KAUMUDHI ANNUAL EDITION	KERALA KAUMUDHI	

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: 5.8

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
12.65	3.27	5.14	2.75	5.20

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

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.14

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

Response: 150

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:

The Post accreditation period has witnessed a tremendous upscale of the ICT infrastructure of the campus. There are 45 LCD projectors and 8 LCD TVs installed in the classrooms, an increase of 360% from 2012, to transform the nature and process of the learning environment. Three sophisticated, instructional Computer labs with state-of-the-art computers connected to the campus network, Language Lab and Audiovisual room facilitates further fortification of learning experience. A Studio floor, facility for dubbing with acoustics and E-content development has been built recently for the development of e-contents.

A Network resource center assists the students to access internet and e-resources. NPTEL video tutorials and study materials are available in the library for student's access. Access to e-journals and e-books are provided by the N-LIST and DELNET digital repositories. A Plagiarism checking facility, *Plagiarism X*, is also available in the Library.

Fully Structured Networking including Optical Fiber connectivity and 30MBPS Wi-Fi connection is available in the campus. The institution is equipped with 280 computers and 12 laptops including powerful Servers. In addition to this, 42 computers are provided in the office and departments. Power supply is ensured by 22 Uninterrupted Power Supplies (UPS) and two generators of 128KVA and 82KVA respectively. Server room has 42URack, HP core switch and software support with firewall facility. Thirty-three switches connect the computers together. Peripheral devices like printers, photo copiers and scanners greatly help the students, teachers and office staff in managing the e-resources. Video production and animation is supported by three high-end SLR digital cameras. Important licensed software owned by the College include Operating System, Adobe suite, Database Management Systems, Compilers, Logic Pro. A fully equipped room facility with internet, duplex high-speed printer and photocopier with camera surveillance functions to centrally manage the conduct of university examinations. Seventy five Campus surveillance cameras (CP Dome, 2MP, 3.6mm) have been installed in the campus since December 2016 as a part of examination reforms of the affiliated University. This facility is part of recent reforms in the conduct of examinations by the MG University to download question paper from the Examination portal. Ladies Hostel has internet access and printing facility.

Biometric attendance system is followed for the staff members. ERP software introduced in February 2017 facilitates automated student management, attendance, timetable, internal marks preparation, staff profiling and performance evaluation, parent portal, student portal, SMS alert, hostel management and transportation. Financial management software of Career Book Systems from D'Katia Technologies was installed in January 2018. UTP cables are upgraded to optical cables using Gigabyte Smart switches. Software firewall versions are updated regularly. Bandwidth of internet connection is updated from 10 MBPS to 30 MBPS on 2nd December 2016 and subsequently on 30th March 2017.

The digital ecosystem promotes the conduct of Faculty Development Programmes, workshops, On the Job Trainings, digital literacy programmes, IT fests, exhibitions, film screening, video production and software development in addition to the regular academic activities.

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

4.3.2 Student - Computer ratio

Response: 6.84

File Description	Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 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: Yes

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

4.4 Maintenance of Campus Infrastructure

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

Response: 34.35

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
144.20	134.56	126.28	110.35	105.79

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:

A system of procedures has evolved over the years for the maintenance and optimal utilisation of infrastructure. Management has constituted a subcommittee for infrastructure maintenance and regularly holds consultation with College Planning Forum constituted of the Principal, IQAC Coordinator, Office Superintendent and senior faculty members. Rules and regulations of the labs and library are displayed and given in the College website and calendar. Campus supervisor assisted by support staff is in charge of campus maintenance. Class rooms and campus cleanliness, campus maintenance are ensured by the support staff. Security staff provides safety to the students.

The lab assistants maintain the labs and periodically check the lab equipments and facilities. A Stock and Maintenance register kept in all the labs are verified by the Heads of the departments and the Principal. Annual maintenance contract ensures the upkeep of important equipment. UPS is provided to power sensitive equipment and computers. Air-conditioner is provided for sensitive installations. The optimum utilisation of the lab is ensured by providing additional lab hours for student projects, water analysis tests and research activities. Lab is also used for giving On the Job training to vocational higher secondary students and for conduct of workshops to students and teachers.

IT resources are supported by UPS/automatic switch over generators. Solar panels have been installed to support computer labs. A network resource centre is available for the students to facilitate reprography and internet access. Network administrator is in charge of ERP software, website, computer maintenance and camera surveillance. Computers are monitored by the technical assistants and sensitive computers are provided anti-virus software. Design of brochures, banners and Newsletters are made by the faculty in charge and students. A digital version of a book for the migrant literacy programme was made by the B.Voc Animation and Graphics Department. Electronics Department developed a mobile app for teaching

learning process and the students are taking pictures using the SLR camera which helps the documentation of the programme of the college. IT resources are used for film screening and review. Public address system of the college is used by the students to form “MES Rhythms Radio” club. Library is fully automated. It hosts a separate website, Walk-ins and Log in registers are kept. Stock verification is carried out every year.

Sports amenities are maintained by the support staff. Time is allotted for the students to use the Health club. Hostel facility is provided to the students in sports quota in association with Kerala Sports council. College Play ground is available for championships and for the public and neighbouring schools on request. The school students of neighbourhood are given training in yoga and martial arts. Auditorium, Seminar and Conference Hall are extensively used for the conduct of academic and cultural programmes. Committees are set up to improve the efficiency of the Canteen, college buses and Hostel. Water purification plant, sanitary pad vending machines and incinerators are routinely serviced. Biogas plants manage Solid waste disposal.

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

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: 40.44

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
923	814	674	581	639

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: 0

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
0	0	0	0	0

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: 32.84

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
806	556	540	579	462

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:** 30.36

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
867	850	534	310	265

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:** 18.82

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
88	154	138	25	130

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: 22.53

5.2.2.1 Number of outgoing students progressing to higher education

Response: 155

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

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

Response: 10.67

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
17	14	8	1	2

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

2017-18	2016-17	2015-16	2014-15	2013-14
90	73	71	77	74

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: 29

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
13	13	2	0	1

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

The college follows a parliamentary system of election as per the guidelines of Lyngdoh Committee and M G University to form Student Council. Student council or the college union actively participates in all endeavors of the college. The college union constitutes Chairperson, Vice- Chairperson (Female), General Secretary, Magazine Editor, Two University Union Councilors, Two Lady Representatives, Arts Club Secretary and Class Representatives (elected from each class). The union members are mentored and guided by a Staff Advisor in commemorating festival days, conducting Arts and Sports competitions. The students' voice in the affiliated University is represented by the Union councilors. The Student Union is

given enough freedom and support from the authorities to do various programs which go in line with the college discipline. Under the leadership of Union Chairman, the Art club secretary co-ordinates cultural and literary initiatives. Magazine editor collects articles from talented students for the annual college magazine. University Union Councilors, Class representatives & Lady Representatives serve as the responsible voice of the whole students in the matters concerned. Physical education director of the college and the union select the General Captain who is the coordinator of all sports related events. All the cells and clubs ensure representation of girls to make the committees gender neutral.

Department associations, Cells, Clubs, Library Advisory Committee, College Bus advisory committee, Canteen and Hostel have student representatives. Executive committees of NSS, NCC, Anti Ragging committee, Women's Cell, Quality Circle and Parliamentary affairs & Electoral literacy club have student coordinators for the effective execution of college activities. The Grievance Redressal Cell, Discipline Committee and Anti-Sexual Harassment committee have student members to raise their issues so that it can be dealt with in an effective and transparent manner.

NSS aims overall development of students through community service. NSS activities are coordinated by two volunteer secretaries at students' level. The college has a dynamic NCC Unit which is represented by a Senior Under officer and two Junior Under officers. Participation of students in Women Cell activities empowers girl students to face the realities of life with courage and confidence and mould them to become successful. "MES Radio@1pm was renamed as "MES Rhythms" the campus radio which is one of the student ventures functioning successfully in our college since 2014, which provides an opportunity to our students in exploring their talents. Youth Red Cross Society & Leo Cub organizes vivid programs for the social development of students and the student members engage in philanthropic activities that includes regular visits to orphanages providing emotional support to the aged and destitute. Department associations plan and implement activities for one year and the core committee constitutes 3 class representatives along with 1 Student Secretary, Joint Secretary and Treasurer. In order to maintain and monitor the quality of both curricular and extracurricular activities, Students' Quality Circle is constituted including two members from each class. Anti ragging cell give orientation classes for senior students of the college. The Emergency Response Team is well trained in managing emergency unforeseen situations.

File Description	Document
Any additional information	View 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: 44.2

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
42	68	49	22	40

File Description	Document
Report of the event	View 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:

ORMA means *memories*, is the Alumni association who are the brand ambassador of MES College, Marampally which started in the year 1995. Annual Alumni get together is conducted on JAN 26th. The ORMA MES COLLEGE MARAMPALLY ALUMINI ASSOCIATION is an inseparable part of the college getting involved in all walks of college activities. Today it is a registered society with the registration number EKM/TC/194/2018. Every outgoing student is enrolled to this alumni group. As the college grew, the alumni activities also grew in its vastness and depth; it has 7 abroad chapters (UAE, UK, USA, Oman, Qatar, Kuwait and Saudi Arabia) and many batch level units.

The close association of alumni is indicative from its activities like honoring high achieving students, sponsoring poor students with high academic drive etc. They never lose the opportunity to honor teachers who have done substantial works in academic and nonacademic scenario.

Alumni also take interest in the curricular aspects of the college. We have an active Facebook page through which they provide feedbacks regarding curriculum development. As they find the difficulties and advantages of having been trained with this syllabus, they are the best group to give suggestions regarding the same. In addition when they come to college in small groups they meet the present students and give motivational talks so as to equip the students for choosing better career, enforcing the bonding between present students and teachers. Important contribution by them is in raising funds for buying books that will help in improving the knowledge wealth for the new generation. They also help in organizing exhibitions and cultural programs.

Our students have progressed to higher education, i.e., many of our alumni are to research and academics. They function as a source for identifying resource persons in different departments and thus helping us realizing our dreams. To our pride we also have situations when our alumnus has come as resource persons for national level seminars. They have helped in organizing skill development programs and career guidance programmes in the name *Campus to Corporate* and assists in *Home for your friend* programme, Medical camp etc.

We have department wise social networking group which is very active and also we have another network where the coordinators of 7 chapters and the college coordinator is involved, so that they can update and

upgrade the activities, its name is MES ORMA GLOBEL. We are planning to develop alumni directory so as to improve the contacts between the alumni and to improve the interface between the alumni, teachers, and the present students. Once it is realized it will help in improving the job opportunities for the present students, also to explore about the job related aspects of the organization in which the alumnus is working. There are many Linkages and MoUs with the institution facilitated by the Alumni group.

Alumni have never stood aside in showering its blessing by providing financial support. This support was utilized in the treatments and other constructive activities of college thus being its backbone.

File Description	Document
Any additional information	View 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: 25

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
9	4	6	3	3

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

NAAC

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:

Muslim Educational Society (MES) had its inception in 1964 under the guardianship of the visionary, Late Dr. P. K. Abdul Gafoor. From its humble beginnings, MES has become one of the top-notch educational agencies in Kerala and has an international presence with a network of schools, colleges, hospitals, orphanages and other institutions. MES College Marampally, established in 1995, presently offers 14 UG and 9 PG programmes. An additional three more B.Voc. programmes sanctioned by UGC in the current academic year. The college is situated in Vazhakkulam Panchayath, a rural suburb of Ernakulam district. The college embraces nearly 65 percent female students and plays a major role in improving the female employability rate.

MOTTO

Oh Lord, Enrich me With Knowledge.

VISION

To work for the educational, social and economic advancement of the people of India in all possible ways.

MISSION

To promote higher and technical education and improve the standard and quality of education among the people in general, minorities and backward classes in particular.

The core values of MES College Marampally comprise Quality, Equity, Inclusion, Skill development, Service to Society and Empowerment. The College follows the principle of secularism which is reflected in its unique college Anthem. The college is governed by the College Managing Committee. The Management, Principal, Staff Council, IQAC and faculty members along with other stakeholders collaborate to strengthen and fulfil institutional Vision and Mission. The shared governance aims to establish, uphold and communicate the vision, mission and the core values. The Principal is advised by the Managing Committee and supported by internal academic and administrative bodies. Management designs strategic plans with the inputs of IQAC, Planning forum and other stakeholders. The departments prepare the Action plan based on the guidelines given by IQAC to provide quality education, ensure job opportunity and effective support services for the students. HODs are responsible for initiating and implementing policy decisions within the department in tandem with the stated college mission. Staff meetings are conducted regularly which helps in the academic growth and progress. Association activities, seminars, workshops, conferences, and innovative teaching methods are practiced in the departments. NSS, NCC, SC/ST cell, OBC cell, Minority cell, Internal Complaint cell, Counselling Centre, Grievance and various other cells and clubs also function with operational autonomy.

As part of the institutional decision making process, faculty has the opportunity to design teaching-

learning tools and conduct of internal assessment within the framework of teaching schedule. The faculty members coordinate and supervise the involvements of students in various extra and co-curricular activities and also promote research culture. Thus, every member of the institution is oriented to understand the institution's vision, of their own roles and the specific actions to achieve the vision.

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

6.1.2 The institution practices decentralization and participative management

Response:

The institution has an effective strategy for delegating authority and providing operational autonomy to all academic departments, clubs and associations to work towards decentralized governance. Governing body headed by the Principal, Staff Council and IQAC formulates working procedures and delegates the academic and operational decisions to be implemented by the faculty. Committees are constituted annually and duties are assigned to faculty. HODs along with faculty are given freedom to take decisions for the constructive growth of the Department. Students are empowered to play an active role as coordinators of co-curricular activities assisted by faculty-in-charge, upholding the honor and prestige of the institution. Institution thus successfully delegates responsibility and enhances the productivity of the college through effective decentralization.

The institution promotes participative management by involving the staff and students in various activities and clubs. All co-curricular and extension activities are planned and executed by the coordinators of different clubs and forums. Students Union under the guidance of the Staff Advisor coordinates the literary and cultural activities of the College. *REFLET*, the yearly newsletter published by the college, displays all shared activities of the college, involving the staff and student coordinators.

Participation in University Arts Festival (Case)

Education should impart not just academic knowledge, but also ensure overall development of students. The participation of students in cultural events at University level was found less before 2013. Thus, to envisage *Vision 2020*, the Management formulated a strategy to enhance co-curricular participation in University level Competitions. To implement the plan, Fine Arts Club was strengthened with staff and student coordinators.

Every year, toppers of various arts events in the college competitions are selected for participating in University Arts festival. The Principal meets with the Staff and student coordinators of art events and the decisions taken are reviewed further by the Management committee regarding the student participation, fund raising, its allocation and disbursement of financial support from management and PTA. Adequate feedback from the Student's union is always taken into account in decision making. Trainers of various cultural events are arranged for practicing group events. Staff coordinators and faculty are assigned duties for each group event till the students come up to the stage to perform. The substantial financial backing

from the Management and PTA is crucial for effective implementation. The college has now attained a remarkable position in University level Youth festival with winning the Championship Cup in group events in 2015. In 2017, the college was honoured for its contribution in arts at University Level with the *Mahatma Ayyankali Trophy for Sakalakala Award* during *International Sree Sankara Dance and Music festival* conducted at Sree Sankaracharya University of Sanskrit, Kalady, Kerala on 28th December 2017. With the intention to promote ethnic culture, college hosted all Kerala Inter University Mappila Cultural Fest *Maharjan 2018* in Association with Mappila Kala Academy, Department of Cultural Affairs, Government of Kerala. These successes are always the result of unity and participation of whole team of MES College Marampally.

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 institution always tries to ensure quality in all its endeavors. The policy is rooted firmly on the fundamental concepts of social responsibility and democratic functioning. The Management, Staff Council and the IQAC constitutes the policy which is implemented with the wholehearted support of the College staff. The Principal discharges duty and responsibility to various committees constituted within the College to execute the stated policies.

The management of the college have prepared a strategic plan including the recommendations of NAAC peer team report of 2012 suggested for quality enhancement of the institution. The meeting analysed the recommendations of the report in detail and thrust areas were identified to transform the institution to *Centre of Excellence*. The areas identified by the meeting are inclusion, digital campus, student support, skill education, community service, research, faculty empowerment, green initiatives and infrastructure. There will be three level target achievement analysis say short term, midterm and vision accomplishment.

One of the main objective based on the strategic plan was the skill education which is to create opportunities and space for the development of the talents of the youth. Various skill oriented courses which include Add-on courses, vocational courses and other short term certification courses were started. The institution started *B Voc (Bachelor of Vocation Degree)* courses in the year 2014. Multiple exits are possible such as Diploma/Advanced Diploma/Degree as per NSQF. The course is available in Logistics Management as well as Animation and Graphic Design fields. The advantage of these courses is that as against conventional Degree programmes, it has more exposure to industry. Three additional B Voc programmes in Software Development & System Administration, Fashion Design & Management and Industrial Instrumentation & Automation were sanctioned by UGC this year.

Most of the programmes offered by the college are vocational in nature. The PG programme, MHRM was also started with this aim in mind. MOUs are signed with various industries to promote their On the Job

training and internships. Various programmes are organised such as Milagro, PITTURA, Karakausala Padanakalari programs, Claymation and Acrylic Painting Workshop to enhance the skills of students.

Apart from the above mentioned programmes, the college took up different initiatives put forward by the Government of Kerala for skill development courses like ASAP (Additional Skill Acquisition Programme), WWS (Walk With Scholar). Community college was also sanctioned by UGC last year.

The various Certificate courses are also conducted in our college and students participate enthusiastically in them. Entrepreneurship Development Club promotes entrepreneurial skills and qualities. Innovation and Entrepreneurship Development Centre started functioning under Kerala Start Up mission to promote start up culture among students. ED Club is organizing many programmes with the financial assistance from DST-NIMAT.

Various soft skill training programmes and career guidance classes are also conducted.

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

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

Response:

College Managing Committee

The governance and the management of the college are anchored in the principles of Muslim Educational Society which is one of the largest minority educational societies in Kerala. The college has a distinct Vision, Mission and Objectives. The institution is governed by College Managing Committee.

Principal

The Principal is the chief executive and the Chief Academic officer of our college. All the meetings of the college are conducted under his leadership. He is responsible for managing the major administrative tasks and supervising all students and teachers.

Staff Council

The Staff Council is constituted for the academic year as per the Statute (Chapter 23, item 20) of Mahatma Gandhi University. The College council consists of the Principal, All Heads of Departments, NCC Officer

and Nominated members from the faculty. The Staff Council assists the Principal in the day to day administration of the college and coordinates the various co-curricular and extra-curricular activities in association with the College Union.

IQAC

The IQAC is constituted under the chairmanship of Principal to bring a quality culture in the institution. He is assisted by a Coordinator who is a senior faculty member.

Heads of Departments are given freedom to take decisions for the constructive growth of the Department. HOD monitors the academic progress and regularity of students through class tutors assigned for all classes. Tutorial systems with a **class tutor** has been organized for nurturing the bond between teachers and students.

Anti-Sexual Harassment Cell ensures the safety of women in their work environment. **Anti-Ragging committee** gives orientation lectures to students of the college to make them aware about the anti-ragging laws, consequences of ragging etc. The **Women cell** takes care to create social awareness, gender justice and infuses courage and fortitude amongst the girls. Many club such as Nature club, Fine arts club, Leo club, Parliamentary affairs club, Quiz club, Red ribbon club, etc. functions very effectively in our campus. A special cell for the welfare of Other Backward Communities (**OBC Cell**) is functioning in our college which facilitates the fruitful implementation of the policies and programmes of the Government of India, UGC and State Government. The **Minority cell** of the college is formed with the purpose of empowering the minority communities in the college. The **SC/ST cell** of the college is formed with the purpose of empowering the SC and ST Students in the college. A **grievance redressal** cell is in place to redress the students' grievances.

National Service Scheme (NSS) is a student-centred programme that creates a link between the campus and community, the college and village, knowledge and action. The overall aim of NSS is the Personality Development of students through community service. **National Cadet Corps (NCC)** aims to develop character, discipline and a sense of selfless service amongst the youth.

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

6.2.3 Implementation of e-governance in areas of operation

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

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

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	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:

PRAGATHI : Reaching the Unreachable -- A social Extension Programme

MES College Marampally is positioned in a rural panchayath, where the majority population is semi-literate and the inhabitants are mainly daily wage earners from financially and socially marginalized communities. The College is a regular benefactor of Government UP School, Vazhakkulam for the past five years, where the wards of these marginalized groups are studying. Being a higher educational institution, the college owes a responsibility towards the community it belongs.

Extending the community service activities, the college has initiated a programme titled PRAGATHI in which the students of North Vazhakulam Government UP school is supported by being provided study materials and school stationery like school uniforms, bags, boxes, notebooks, umbrellas and crayons at the beginning of every academic year. In the initial years the various departments had separately collected funds for the school students. Over the years the activities have been centralised and has evolved into an exclusive charitable body of the college under the banner PRAGATHI. The school authorities greatly appreciate the contributions donated to the students from the college through its programme PRAGATHI.

The programme is executed in a triangular partnership method, with the expenses for buying the study materials met by students, teachers and Management. At the beginning of every academic year, PRAGATHI Coordinator calls a meeting of all the heads of the departments and student representatives of all classes to collect funds for the charity drive. Notice is circulated among staff and students to elicit maximum collection of funds. Class tutors aided by class representatives take initiative in collecting the

fund. Contribution of staff is ensured by the department heads. The College Management also takes a special interest in pooling funds for this extension activity. A tender for purchase order of the uniforms is given to the Cooperative Society of the college. Various committees are constituted for packaging of materials for distribution, fund collection, stage and publicity, refreshment and reception. All these activities are documented, the Minutes recorded and the resolutions implemented. Internal audit is conducted on completion of the activity and the receipt of contributions made by each department recorded and acknowledged. The students play a vital role in the implementation of this activity. With PRAGATHI, the college is able to inculcate the value of service to humanity among its students. We believe that education is the fundamental right of every child and as a higher educational Institution, it is our responsibility to extend all possible support for the underprivileged children of our neighborhood.

On an average, 225 students of North Vazhakulam Government U.P. School are getting benefited by this project and the college spends an average amount of Rs. 20,000 every year. The official inauguration of the programme was done by Dr. Dilip Kumar, Vice Chancellor, Sree Sankara Sanskrit University, Kalady during the year 2014-2015. The programme functions under the leadership of Dr Sopna V Muhammed and all other department heads are committee members.

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:

Staff Welfare entails everything from services, facilities and benefits that are provided by the institution for the comfort of staff. The institution imparts various welfare programmes that create a happy and productive environment which render their mental wellbeing. Apart from satisfying the basic needs, all festivals are celebrated to bring togetherness among the staff. Achievements of staff are honored in public meetings as a token of appreciation.

The college provides the following welfare schemes for the staff:

- College bus facility for teaching and non-teaching staff at a subsidized rate
- Maternity leave for lady staff as per government norms
- Paternity leave as per government norms
- Casual leave of 15 days for teaching staff and 20 days for non-teaching staff per year with leave relaxation for Self-financing staff
- Duty leave to staff members for attending various Training Programmes/ Orientation/Refresher/ Workshops /Seminars
- Separate car parking facility for staff members
- Day care facility

- Hostel facility
- Canteen
- Co-operative society
- Doctors' Consultation facility
- Counselling facility
- Celebration of festivals like Onam, Christmas, etc
- Provident Fund
- ESI facility
- Staff recreation room
- Badminton court
- Staff tour and Staff Day celebrations
- Staff club
- Emergency medical aid
- Participation of all family members of the staff in the important festival
- Salary advance for staff

- Principal's award for Best performing teaching and non-teaching staff
- Honouring of the Staff with gold coin at the time of retirement
- Honouring of teachers acquiring higher academic qualifications by PTA and Management
- Uniform for security guards

File Description	Document
Any additional information	View 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: 0

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
0	0	0	0	0

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: 7.6

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
11	9	7	5	6

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: 59

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
96	66	41	36	44

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:

Student evaluation on teachers: A computerized teacher assessment of students is implemented by IQAC to evaluate the performance. The Principal analyses the evaluation report and hands over the report to the concerned teacher.

Self-Appraisal Form for teachers: It is compulsory for every teacher to furnish the self-appraisal form / API which provides annual performance of teachers which include curricular, co-curricular, and extra-curricular as well as research activities every year. The Self-appraisal form is then reviewed by the Principal and IQAC. The Management also conducts performance review meetings regularly.

Monthly Report: Monthly report is prepared by the Heads of the Departments contains all the departmental activities including portions covered by each teacher as well as achievements of students and faculty. This is regularly reviewed by the Principal.

Academic Monitoring System: The completion of the syllabus is ensured by the Principal using the academic monitoring system which is verified by the Heads of the Departments.

Core Monitoring Committee Teacher Profile: At the end of the academic year Core Monitoring Committee, which is a part of IQAC, reviews Teacher Profile prepared by individual faculty. The Committee also provides suggestions to improve teacher quality during annual CMC visits to each department. Recommendations and suggestions are also given for further improvement.

Management Review: The Management of the College takes special care to evaluate the Departmental activities. Regular Staff meeting as well as Department meeting is arranged with the Management. Annual performance appraisal interview of Self Financing staff is also conducted.

Self-Appraisal for non-teaching staff: Self-appraisal forms of Non-teaching staff is collected through which the Principal reviews their performance.

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 Institution has a transparent and well planned financial management system in which Government and Management are the main source of funds
- The institution has mechanisms of external and internal audit for both Government and Management accounts separately

Financial audits of grants and funds sanctioned by Government/UGC

There are three levels of audit for the funds sanctioned by the Government. They are as follows

- **Chartered Accountant**-After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC are initially submitted to an external Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.
- **Directorate of Collegiate Education**-At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.
- **Accountant General, Kerala**-The Accountant General, Kerala also conduct their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

Financial Audits of grants and funds sanctioned by Management

- The institution has a strong financial advisory board for Management of accounts and all the accounts sanctioned are audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the financial advisor of the college.
- The internal audit of Management accounts is done by the Treasurer, MES Central Committee, Calicut periodically. They verify all financial transactions and submit a detailed report of observations based on the observations given by internal auditor. The financial advisor of the college modifies the statements of accounts.
- The Management has appointed M. A. Moideen and Associates as the external auditor of the Management accounts. At the end of every financial year they prepare annual financial statements and audit reports.

File Description	Document
Any 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: 0.4

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
0.40	0	0	0	0

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

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

Response:

The major sources of income for the college are from the following streams:

- Funds and grants from UGC / DST
- Grant in aid from the Government
- Fees collected from self-financing courses
- Conveyance and hostel fees
- Endowments and Scholarships
- Central/State Government funding for NSS and NCC
- PTA
- Alumni
- Financial support from Management
- Aid from philanthropists
- Rent from external bodies for conducting various competitive exams like UPSC, CAT, NEET, JEE, IIT HSEE, NATA, IIT UCEED Exams, Bank Exams etc.
- UGC is one of the major sources of funding for developmental activities, renovations, academic resources such as books and journals, infrastructure such as lab equipment, computers and sports facilities.
- According to the notifications of UGC, the College Planning Board designs various projects, proposes budgets and submits to the UGC. For research purposes, teachers receive Major and Minor Research Project Grants and Travel Grants from UGC.
- The College has availed funds from UGC / Higher Education department to run academic programmes such as Bachelor of Vocational studies (Logistics Management, Animation and Graphics Design), Community College Programme, Innovative Programmes (ASAP (Additional Skill Acquisition Programme), WWS (Walk with Scholar), SSP (Student Support Programme).

- UGC Seminar Grant is promptly availed to organise academic programmes such as Workshops and Seminars.
- From the Government of Kerala, the College receives grant-in-aid for salary.
- The College receives financial support from DST and KSCSTE for lab projects and academic programmes.
- Scholarship for Students is availed from UGC and Kerala Government.
- PTA and Alumni support the various projects of the College as per the plan designed by departments and organizations of the College.
- Management contributes by way of scholarships the payment of term fees to needy students, salary to self-financing staff, financing of the construction of buildings, maintenance and infrastructural development of the College.
- Income from Self Financing Courses is also used for College development.

The financial resources are effectively monitored by the following Cells and Committees:

- Financial advisory body
- Planning Forum
- Library Advisory Committee
- UGC Cell
- PTA

Proper accounts and utilization are ensured through financial auditing at the end of each financial year. Institution maintains an internal-external audit for the effective and efficient utilization of available financial resources.

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:

Internal Quality Assurance Cell of the college is instrumental in devising quality strategies evidenced by quality education programmes, student-oriented education at holistic level, sharpening competencies of the students, Inclusive practices, quality support and physical facilities for teaching learning and community services. IQAC plays a pivotal role in balancing central and decentralised responsibilities for assurance and development of quality culture in the institution. Creative freedom at individual level is promoted and high professional standard is maintained by integration of research in teaching. Leadership commitment and stakeholder participation are ensured and the Alumni, Parent Teacher Association and students have come up with a significant contribution imbibing the quality culture

Examples of best practices

1. Title of the practice : Book Bank

The main objective of the practice is to lend books to the students from economically weaker section for the duration of whole semester. Though the college has library book lending facility, the loan facility is stipulated to a max number for a specific period. As per the suggestion from IQAC, a Book Bank has been established. The fund for purchase of books is allocated from PTA and student associations of the college generously contributes to this bank. Tutors of each class will identify the deserved students and propose the list of books to be purchased. The students utilize this facility effectively. Now we could evident that there is an increase in the number of books in the book bank from 217 to 1241 and the number of students effectively utilizing this facility has been increased from 23 to 274.

1. Title of the practice : Monthly Report system

Major objectives of this practice are to monitor and evaluate, curricular and co curricular activities of the faculty members & departments and there by facilitate documentation of the academic process. IQAC initiated a comprehensive, documentation system to record the activities of the faculty members at the department level on a monthly basis. A questionnaire format of 27 points has been prepared and all the departments are directed to fill in the details at the end of every month and submit the same to the Head of the Institution. The practice enable the faculty member to evaluate the progress of the curriculum is in tune with the prepared teaching plan and academic calendar. Furthermore, the practice enabled the departments to prepare its annual reports, reports to management, university & government and the annual release of department level and college level newsletters. The system enabled regular monitoring of the status of individual faculty members, students and department as a whole in all the segments of curricular, co curricular and extracurricular activities and to formulate new plans for the days to come.

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

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

Response:

The college give prime importance in the academic outcome of every student. IQAC has initiated several measures to review teaching, learning process and implemented several reforms to evaluate student's learning outcome.

Academic audit: The institution reviews its teaching learning process regularly by a comprehensive process operated at three different levels through the structures formulated by the institution, which ultimately culminates into an academic audit at the end of each semester. IQAC plays a key role in the process at the level of Institution, Department and Faculty member/Tutor.

Institution Level: staff coordinators of various academic bodies are decided annually in a rotational basis. The Principal will announce the strategies to be deployed in the academic year based on the annual review and Core Monitoring Committee (CMC) report submitted by the IQAC and a detailed Academic Schedule is prepared. Result analysis and other academic matters are discussed in the Staff council and HOD meeting. Academic audit and teacher feedback are collected at the end of every semester by the IQAC chairperson.

Department Level: The departments prepare Action Plan for the year based on the guidelines of IQAC. Academic process based on the monthly report prepared by the faculty members is reviewed in department meetings. Head of the departments represent the progress of academic activities in the college council and in general staff meetings.

Faculty/Tutor Level: Teaching plan, teaching schedule and monthly reports are prepared by every faculty. The learning outcome of the student is analysed at teacher level. Tutors will monitor and evaluate the result of each student under his/her group. The result of continuous evaluation is informed by the tutor in PTA meetings conducted in each semester. Students' feedback is obtained by the IQAC on teaching process for review and evaluation.

Core Monitoring Committee audit: Internal Quality Assurance Cell of the college has constituted a Core Monitoring Committee (CMC) to assess the performance of each department at the end of every academic year. The criteria of assessment are very similar to the NAAC criteria which include a presentation of the Head of the department and submission of a comprehensive report on the curricular and co-curricular activities of the department. The thrust was given to innovations in teaching, learning and evaluation. The points assessed include: transmission of knowledge, use of ICT resources, initiatives on effective curriculum delivery, innovative TLE strategies of the department, special educational/learning needs of advanced learners and slow learners, innovative method to assure student centric learning and its impact study, enrichment courses/programmes and examination reforms introduced.

The CMC identifies the strength and weakness of the department and gives suggestions for improvement. The CMC audit facilitated by the IQAC was instrumental in teaching innovations like KSCSTE sponsored student research projects, enrolment of students and faculty members in online courses, participation of students in student support programmes, internships and Inter disciplinary knowledge sharing programmes.

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

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

Response: 38.6

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
38	45	51	27	32

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 post accreditation period has witnessed a significant change in all the domains of institution and the major quality initiatives are given as follows

CURRICULAR ASPECTS

Increased faculty participation in curriculum designing,

UGC sponsored B.Voc (Logistics Management), B.Voc (Animation and Graphic Design), MSc Computer Science, MHRM, MSc Physics, BSc Psychology, B. Com Taxation and MA English. Four star rated ASAP (Kerala Govt.) and NPTEL Local chapter.

Programmes addressing Gender-issues, Environmental-sustainability, Human values, Professional ethics

TEACHING LEARNING AND EVALUATION

Walk-With-Scholar (WWS), Scholar-Support-Programme (SSP).

PTA supported Book-Bank

Teaching innovations: Flip teaching, Buddy system, Knowledge-sharing-programmes, Two-International-seminars, 15-workshops, 20-National-seminars, 22-State-level seminars, more than 70-Institutional-level-seminars.

Faculty trained on Learning management system-MOODLE Monthly Report System, Academic Audit, Student Bio-data-book

RESEARCH INNOVATION AND EXTENSION

Interdisciplinary research journal-FORTIS,

Promotion of research culture: UGC & KSCSTE research projects.

DST-FIST funded departments,

Majority of permanent faculty members are PhDs, PhD pursuing-Two research guides.

MoU with Sector-Skill-Councils, other agencies and Collaboration.

IEDC Incubation Centre(Kerala Start-up-Mission).

Best NSS programme officer and Unit Award (MG University)

E-literacy programme, Yoga training, Swachh Bharath cleaning drives.

Extension activities-*PRAGATHI*, Digital Book design-*Hamari Malayalam* for Migrant labourers.

Water quality analysis lab-Kerala Pollution Control Board accredited

INFRASTRUCTURE AND LEARNING RESURCES

New Blocks, Computer Labs, 2D&3D Animation labs, Public addressing system, Automation software, CCTV, ICT enabled class rooms, Yoga centre, new Health Club,.

New Library with reading room -50% increase in books. N-LIST subscription, DELNET, OPAC facility, Book bank, e-resources, Renovation

Construction of Common Amenity Centre, Cooperative Society, New toilet blocks

Studio floor, Dubbing studio for E-Content Development

STUDENT SUPPORT AND PROGRESSION

Management Freeships, Bus-fee waiver for Differently Abled students, MES Counselling Centre.

More Placement drives, Anti-sexual Harassment Cell, Women empowerment (Women Cell) activities: Tailoring unit, Self-defence classes, Youth Red Cross Unit, Leo Club, Emergency Response Team, Parliamentary affairs club, EEC Club.

Extensive participation in University Arts Festival-regular champions in group events, *Sakalakala* Award, Represented India in International, National sports, Annual Hostel, PG day

Registered Alumni, Alumni initiated “Campus to Corporate” programme, Book bank

GOVERNANCE AND LEADERSHIP

Committed leadership with stakeholder participation, Office automation software, Annual newsletter-REFLET, Credit and Co-operative Society.

Award for Best-Department, Best-Performing-Teacher, Best-Performing-NTS, Best Outgoing-Student, Best-Bus-Driver, Best-Eco-friendly-Department, Best-Department conducting extension activity.

Regular Professional development programmes-Incentives to attend FDPs

INSTITTIONAL VALUES AND BEST PRACTICES

Legal awareness programmes, Biogas plants, Energy and Environmental Conservation club, Funded awareness programmes on solid waste management and Rain water harvesting, Regular observance of World Environment Day, International Ozone Day, World Wetland Day, National Science Day, Freedom Quest, Republic day celebrated regularly, UGC seminar on Women rights and Human rights

Cultural inclusion-Onam, Christmas, Bakrid celebrations, Secularism protection month observed, Extension activity and Research culture promoted

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: 125

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
41	29	19	15	21

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 college gives high thrust to gender equity programmes in the institution. The majority of the student and faculty members are women. The admissions to the programmes offered by the College are open to all- irrespective of gender and special focus is given to enroll more girl students in to different courses as to uphold the idea of Women Empowerment A separate cell exclusively functions in the college to cater the needs of female students. Women cell conducts programs on women empowerment and gender equality. Department level programmes are also organized. The College has done commendable performance in promoting athletic culture among female students. A well equipped Health Club, facilities for indoor games like Badminton unit, Basket Ball are running in the campus. The Institution provides Hostel facility for girls students and teachers ensuring safe, secure and homely environment equipped with all security measures like surveillance cameras and 24 hour security guard services. A 12 station fully equipped Gym, Badminton court functions in the Hostel, which is utilized by the hostel inmates. Utilizing the fund allotted by Kerala State Sports Council, the college provides state of art facilities for those students who excel in athletes and games. Special coaching is given to promote and support the same. The College is providing

day care facility, a secure place and environment during working hours for children of employees and students by utilizing UGC fund. Apart from the above mentioned facilities the institution makes sure that the girls students are given psychological and moral support by giving them counseling session led by professional counselor whose service is available on every Monday. sanitary pad vending machines are made available near to the ladies wash room, along with a provision of resting room for girls.

Employees and students are advised to report any form of Harassments, physical or verbal. College Union Council constitutes two lady representatives. It is always ensured that a girl representation in all the clubs and committees functioning in the college. Programs on legal options for women, domestic violence and personal health and hygiene are organized. There is an Anti Sexual Harassment cell functioning in the college for the safety and security of female students and faculty. Invited Lectures by Police Officers and Advocates are conducted among students. The Women's cell has started a Tailoring Training Division along with occasional workshops on painting and embroidery. Cancer Detection and awareness programme was conducted for the female students and faculties of the college. NSS of the college and various cells of the institution conducts programmes jointly and for the benefit of Kudumbasree units in the locality, which is a women empowerment Self Help Group framed and enforced by the State Poverty Eradication Mission (SPEM) of the Government of Kerala.

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: 18.55

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

Response: 12000

7.1.3.2 Total annual power requirement (in KWH)

Response: 64700

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 59.1

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

Response: 3413

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 5775

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:

The college management along with Nature Club, NCC and NSS give emphasis on reducing the generation of waste material and its proper disposal in the campus. The generated waste is separated to Solid, Liquid and E- Waste and they are effectively disposed by the college to make the campus clean and healthy. There are different ways adopted by the college to manage these wastes. They include:

a) Solid Waste

As part of the Green initiative, the college always tries to reduce the waste through reuse and recycling which ensures the cleanliness and eco-balance in the campus. Initiative for paperless office through office automation, consistent efforts to reduce the plastic carry bags, use of public addressing system and public LCD display system helps to reduce various forms of solid waste in the campus. As part of the plastic free campus initiative, the college discourages the use of plastic and flex boards in various programs.

The major solid waste materials generated in the college includes food waste, plastic and papers. The food and plastic wastes from the campus are collected by placing waste bins at various locations in the campus. College canteen and the hostel are equipped with Biogas plants and the collected food waste is deposited in the biogas plants. Gas produced from the Biogas plants are used for cooking purposes. Other Biodegradable waste materials are processed by using Vermicompost unit in the campus. The institution is a consultant for solid waste management in the neighborhood. As part of this, Department of Biosciences of the college has carried out a project titled “*Biotechnology on Sustainable Rural Development by Solid Waste management in Vazhakkulam Grama Panchayat*” with the financial assistance of Kerala Biotechnology Commission under Biotechnology Innovations in Rural Development (BIRD) Scheme. During the course of project many localites were trained on Vermicomposting. About seven composting

units were established in houses located in various wards of the Vazhakkulam Grama Panchayat. The non-biodegradable wastes are collected and disposed through a letter association with the NGO PLANatEarth.

b) Liquid waste

The major liquid waste includes effluents from toilets and the laboratories. These are collected in the separate septic pits and allowed to settle in to the soil. Since the effluent pits are not located near the water bodies and the college is situated in the soily area, the effluent water gets naturally filtered. We are following Good Laboratory Practices to ensure the safety of the personnel. Laboratory liquid chemical waste are collected and safely disposed after proper neutralization. Microbiologically contaminated liquid wastes are expelled after proper decontamination process.

c) E- Waste

Electronic goods are used at its optimum level by proper upgradation and maintenance which is done by the suppliers themselves. Periodic checking ensures the proper disposal of non-working electronic items. E- Waste generated in the campus are collected and disposed through dealers by inviting tenders. An association with Clean Kerala Company was initiated for e-waste management.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Since the college is located near to the river Periyar, the water scarcity is not a problem in the past years. Although, the college is very much involved in the water conservation activities. The major water conservation activity adopted by the college is rain water harvesting. The college management give due focus to rain water harvesting activities of the college.

A rain water harvesting system is established in the college to address the water scarcity issues which may arise in future. The college compound has two deep ponds and these are currently used to collect the runoff water during rainy seasons. These pre-existing ponds were cleaned properly and used for rain water collection. The college is located on an oblique location and has built channels to bring water to the ponds. This water can be used for landscaping and other general purposes. This water is purified by installing water purification filtration unit in the campus. As a rain water harvesting initiative, the college set up pipelines for collecting and carrying rain water from the roofs of the building to the pond. Besides, the college has a deep well in the campus which is a prime source of clean water and rain pits were dug around it which ensures the availability of water throughout the year. Instead of concreting the underside of stone benches in the campus, Jally stones are laid out, so it is helpful to get water down the monsoon rains.

In addition to this, Department of Biosciences has carried out a project titled “*Rain Water Harvesting Systems for Domestic and Industrial uses*” with the financial assistance from Kerala State Council for Science Technology and Environment (KSCSTE) under the Science Popularization Scheme. The objectives of the project include training of the natives of the Vazhakkulam Grama Panchayat and there by establishing the rain water harvesting systems in the houses.

File Description	Document
Any additional information	View 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:

MES College is always adopts number of green practices in the campus for ensuring the environmental consciousness and sustainability. Nature club, Projects of rainwater harvesting, Awareness programs, Poster designing competitions, Observance of World Environment Day, Ozone Day, Wetland Day, Ecological hotspot ‘Shanthisthal’, ‘Jaivam’ organic farming, Workshop on Paper pens, paper bags and cloth bags, Formation of EECC, Designing of building structure with natural lighting and ventilation to minimize the usage of electricity, Energy saving CFL and LED lights, Solar power plant setc. are the various initiatives of the college in this regard.

- **Students, staff using**

a) Bicycles

Awareness and promotion programs are conducted to promote the use of cycles in the campus. Cycle rally named ‘Cyclothon’ was organised by the Energy and Environment Conservation Club of the college. They also observed World Bicycle day with the theme ‘use cycle for better health’.

b) Public transport

More than 88% of the students use public transport facility for their journey to and from the college. There are 13 college buses ply in different locations and significant number of staff and students use the service of college bus for their travelling which also reduce the Carbon Foot Print. The teaching and non-teaching staffs adopt car-pooling system which helps in low carbon emission.

c) Pedestrian friendly roads

Students' vehicles are not permitted in the near vicinity of the college making the road pedestrian friendly which is strictly monitored by the security at the entrance. Separate parking facility is allowed for various types of vehicles. In addition to this, the college has separate Pedestrian friendly roads on either sides and the vehicles entry to the campus is restricted.

- **Plastic free campus**

College has been declared as plastic free campus. "Penakkoodu" initiative by English Department is commendable in this regard. Training programs for making paper carry bags, cloth bags and creating best out of waste are given to the students. Steel and glass wares are used in the canteen and hostel which reduces the plastic waste in the campus. Besides, paper carry bags are used in the canteen for takeaways. Green protocol is encouraged in the canteen, hostel and different functions.

- **Paperless Office**

As an initiative towards paperless office, College carries on its student and faculty related records and reports using Total Campus Solutions (TCS) for office automation. The college library is computerized with OPAC system. E-resources like NLIST and DELNET are available in the library. Digital display system at the entrance, announcement through Public Addressing system and communication among the teachers and offices through emails etc. are the initiative towards paperless office.

- **Green Landscaping with Trees and Plants**

The campus is made as green as possible by planting good number of trees and plants by students and the College gardeners. Tree plantations are organized regularly to create clean and green campus. The college has a well maintained beautiful garden with rich variety of plants. The Bamboos at the Shanthisthal is very much important as regards carbon neutrality.

File Description	Document
Any additional information	View 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
11.96	2.65	1.3	0.83	1.76

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	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: 105

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
35	24	16	13	17

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: 87

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
20	14	20	17	16

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
Any additional information	View 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
Any additional information	View 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:** Yes

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

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

File Description	Document
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: 99

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
12	22	24	19	22

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:

College regularly celebrates National festivals, Observance of Days to commemorate National personalities.

1. Children's Day: Our College observes Children's Day to commemorate the birthday of Pandit Jawaharlal Nehru, first Prime Minister of Independent India by organizing visits to Orphanages, providing study materials and toys along with various cultural programmes.

2. Republic day is celebrated every year with patriotic fervor. Principal of the college hoists the national flag and receives the Guard of Honour of NCC

3. Independence Day: The students, teachers and non-teaching staff celebrates Independence Day. The Principal of the college hoist the Flag. Elocution competition, Patriotic Song competition and Intercollegiate quiz competition -"Freedom Quest" are regularly been organized.

4. Teachers Day is celebrated to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan by honoring teachers. Various programmes like Flip teaching by P G students, cultural fest by final year degree students are organized in this regard.

5. National Mathematics Day is celebrated to honour Sreenivasa Ramanujan for his contribution to

Mathematics on 22nd December. The day is observed by conducting seminars, talks by eminent personalities in the field of Mathematics and exhibitions.

6. Tribute to Legend is an innovative gesture. Students from our college participated in a handwriting tribute campaign honouring Late President APJ Abdul Kalam. This gesture was to support the ongoing national community art project called 'Dear Kalam Sir' initiated by Kochi based NGO Letter Farms.

7. Gandhi Jayanthi. Quiz competition is organized by PG Department of Commerce in connection with Gandhi Jayanthi on 2nd October. NSS unit engages in cleaning of the campus in connection with Swachh Bharath Abhiyan

8. National Science Day is celebrated to mark the discovery of Raman Effect. College regularly observes National Science Day by conducting science exhibitions, seminars, quiz competitions etc. associating to the theme of National Science Day of every year.

9. September 24, 1969, the birth centenary year of the Father of the Nation. This day is celebrated as NSS Day with appropriate programmes by NSS.

10. Vaikom Muhammed Basheer Remembrance Day observed with narration and presentation of Basheer stories by the Readers forum.

11. Reader's Day: The department of English in association with College Library organizes "Reading week Celebration" as a mark of respect in the death anniversary of P N Panicker, the father figure of Library and Literacy Movement in Kerala on 19th June every year

12. Secularism Protection Month: MES observed Secularism Protection Month from 15th January, 2016 to 15th February, 2016, to inculcate the spirit of secularism among our young students.

13. International Yoga Day: The Department of Physical Education and Staff Association jointly organized a workshop on "Yoga for Better Life" in connection with International Yoga Day which is observed on 21st June since 2015. NSS unit also celebrates the Yoga day by practical session and Demonstration

14 Onam, Christmas, Eid, Kerala Piravi, Mother Tongue Day and festivals of National importance are celebrated by conducting cultural fest, games etc.

File Description	Document
Any additional information	View Document

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

Response:

The institution maintains transparency in financial, academic, administration and auxiliary functions. The office accountant and other related office staff conducts the internal audit and financial reports are prepared. The auditing is done in association with M A Moideeen & Associates which is a certified chartered accounting firm. All financial information and reports are prepared with complete accuracy and the finalized report is send to the concerned authority and periodic inspections are carried out by officials from the Department of higher Education. The college has a strong Alumni base and they kind heartedly contribute towards supporting financially backward students and in many other ways as possible. The alumni accounts are prepared and maintained efficiently. Separate accounts and reports are maintained for funded programmes, seminars and conferences. The above mentioned accounts and reports are thoroughly audited on a regular basis. Authorized personnel from the government conducts audit to make sure the proper and effective utilization of funds. Since the Institution is a nonprofit organization, each account undergo a three tier auditing which include internal audit, external audit and auditing conducted by government authorities. The college follows Resource mobilization policy which focuses on achieving the goals and target thereby ensuring accountability and transparency. The harmonized Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner centric ecosystem. The institution follows the guidelines of Right to Information Act and the institution has an Appellate authority, RTI officer and Assistant RTI officer.

At the commencement of every academic year, each department formulates an academic and non-academic calendar based on the university academic calendar, which is strictly adhered to. Matters pertaining to internal assessment and other related aspects are briefed to the first year degree students and their parents at the very beginning of the first semester itself. Each department conducts class PTA every semester for students, which creates a platform for interaction between faculty members and parents wherein details regarding internal marks, attendance report, and other academic related information are shared. Attendance report and internal marks are published in the notice board as well as in the Total Campus Solution (TCS) software. Parents and students can log in to the TCS portal to view academic details of individual students.

Administrative activities are conducted by maintaining good level of transparency. Staff council makes decisions pertaining to administrative practices which are then shared with teachers for constructive feedback and suggestions. The institution make sure the involvement of student union members while materializing different activities and also encourage active functioning of various student clubs. Students play a pivotal role in various clubs and committees in the college. They enthusiastically perform the responsibilities assigned to them under the guidance of faculty members. This way the institution always upholds complete transparency in all activities.

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:**Best Practice I - Social Responsibility****Title of the practice: Social Responsibility Activities**

Goal: To inculcate social values and compassion for fellow beings among faculty members and students.

The context:

MES College is located in a rural area where a higher education institution of this magnitude can contribute greatly towards local development and promotion of the rural public. The college has always shown willingness to adopt new measures for the enhancement of values among faculty members and students in order to make them better citizens. Thus all faculty members and students of MES College are encouraged to engage themselves in social activities. Moreover, the college plays an active role in the social sphere and offers all possible kinds of help to the neighboring community.

Practice:

- **Pragathy**-A social extension activity initiated by the College as a symbol of its commitment towards community. The students and teachers contribute wholeheartedly towards this initiative and assist in stationery purchases like bags, books, pencils, pencil boxes, umbrellas, etc. for the students of North Vazhakulam Government U.P. School during the school reopening time. Around 225 students of North Vazhakulam Government U.P. School are beneficiaries of this project.
- **Educating the migrant labourers**- The College identified the prospect of taking basic Malayalam classes for migrant labourers in order to make them functionally literate in collaboration with the Perumbavoor Municipality. Under the aegis of Kerala Literacy Mission, the College has been successfully carrying on the project titled “Changathi”. On the basis of a Memorandum of Understanding with Kerala Literacy Mission, 46 students of our college received training from Kerala Literacy Mission and they are teaching Malayalam to the migrant labourers. The benefits of this program are far-reaching and around 250 migrant labourers have been a part of this campaign.
- **Swapnaveedu (Home for your friend)** - A dream project initiated by the College to help needy and deserving students of the College to construct homes with the support and assistance of students, faculty and alumni. The beneficiaries of the project are the students who belong to poor families without a home of their own. The house that was completed in 2013 under the Swapnaveedu project bestowed Ms. Litheesha Sivan of B.Com CA (2011-13 admission) a home of her own. The project owes its success to the contribution of Rs.4.5 lakhs received from the students, faculty and alumni of the College. Ms. Rahmath, second year BA English (Triple main, 2016-19 admission), is another beneficiary of a house under the Swapnaveedu project. The house was completed in September 2018 with the amount collected from students, faculty and alumni. Students raised the major portion of the amount through the sale of coupons. The college accumulated an amount of Rs. 5.50 lakhs for this project.

- **Share a Meal Projects**

- **Padheyam** -Students bring an extra meal packet and the collected meal packets are distributed among poor people in government hospitals, railway stations, etc. The project titled Padheyam is carried out by the Department of Commerce.
- **Random Act of Kindness**- Final year degree students of the English Department collect meal packets from students and distribute them among the needy in Aluva town. This helps the students to get a new perspective and become socially committed.
- **Food For The Needy** –After identifying the people in need, the Final year degree students of the Arabic Department collect meal packets from the students and distribute them accordingly. This helps to foster the civic sense of the students.
- **Ramzan kit distribution/Onam kit**- Every year during the month of Arabic Calendar Ramdhan, kits consisting of one month's food like flour, sugar, dry fruits, etc. are given to the needy. Onam kits are also distributed among the people in need in order to enable them to celebrate the harvest festival Onam.
- **Support for the College fraternity** - With the support of students, teachers and alumni, the College provides support for the treatments of deserving members of the College fraternity. Monetary support was given to students and faculty who had gone through severe ailments. Students (Drishya, Ashik K.P., Abhirami Murali, Laxmipriya, and Muhammed Riyas) were given wholehearted monetary support from the College and Shernasmol A.A. (faculty of the College) was given financial aid of Rs 16 lakhs collected by students, faculty and alumni.

- **Swachh Bharat – Cleaning Drive**

Being conscious about having a healthy and neat environment, students actively participated in the cleaning drives conducted by the College. There was wholesome participation in programmes held to clean the College premises as well as the cleaning drives held to clean traditional festival areas thereby upholding the vision of Swachh Bharath.

- **SHARING WELLNESS& HEALTH**

- **Pain and Palliative Care** – This initiative encompasses the support of Olive palliative care unit of Perumbavoor. Students of various classes were selected and given training in palliative care. Every week a particular number of students along with palliative care members visit incapacitated patients in the vicinity of the institution under the direction and guidance of Primary Health Centre, Vazhakulam Grama Panchayat.
- **Blood Donation Camps** – The NSS, NCC, and Red Cross units of the College conduct blood donation camps regularly which ensures great participation of the students. A big positive outcome of these camps has been that many students of the College have become active blood donors. IMA has recognized this development and honored the College for active participation in blood camps.
- **Medical Camps** – The College has been in the forefront to organize medical camps for the community and students with the support of Alumni. A variety of camps like Ayurveda camps and Dental camps have been conducted in order to provide aid to a wide array of people.

SHARING KNOWLEDGE

- **Service learning** – Students of various departments took classes for the students of nearby schools (Darussalam H.S.S. Chalakkal, NIVHSS Marampally and Govt. U.P. School, North Vazhakulam). The range of topics included Department of Psychology on the topic Enhancing self and others, Department of Mathematics imparting Abacus training, Yoga class by Department of Physical Education, Short Story workshop by Department of English and Drawing classes by Department of Vocational Studies.
- **Computer Paadsaala, Pathways, e-governance and Electronics training programme** -It had the active participation of the students of Govt. U.P. School, North Vazhakulam along with their parents and Plus Two students of NIVHSS Marampally. These are outreach activities of the Department of Computer Applications and Electronics with emphasis on their areas of specialization.
- **Basic English for Parents (BEP)**-“Basic English for Parents (BEP)”, a certificate course, is an initiative to impart basic language skills in English for parents by the Department of English in association with Vazhakulam Grama Panchayat. The Department with the help of the Grama Panchayat identified the parents who were willing to join the course. The classes were conducted by the faculty members of the Department during Saturdays. The parents who joined the course completed the syllabus designed by the department with duration of six months. Those who successfully completed the course were given a certificate.

SHARING AWARENESS

Departments organized various awareness campaigns in the local community. Rallies, Street plays, Flash mobs, Poster exhibition, Workshops, Training sessions, etc. were conducted for the people of locality on various topics like health and wellness, mosquito eradication, AIDS, vermicomposting, mushroom cultivation, energy conservation, etc. The college conducted solid waste management training program for Vazhakulam Panchayat sponsored by the Kerala Biotechnology Commission. The college also conducted science popularization program in Vazhakulam Panchayat on Rain Water Harvesting sponsored by

KSCSTE.

Evidence of success

Students get a different outlook and attitude towards society when they are exposed to the realities of life. Students are becoming more socially committed and responsible which is evident in their more active and enthusiastic participation in such activities. Students are becoming more compassionate as a social being. These activities created a good rapport between the College and the community around it and played a pivotal role in developmental activities around the locality. The College was recognized with the NSS award in 2014. Kerala Literacy Mission gave a letter of appreciation for empowering the migrant labourers by teaching them the local language.

Problems encountered

Student extension activities many a times got restrained because of the hectic schedule of semester systems and university examinations. There's greater prospective in community service in the locale but these activities are facing hurdles because of the monetary and time constraints.

Best Practice II – Research Culture

Title of the Practice: Enhancing Research Culture

Goal:

In accordance with the growing need for the upgradation of the faculty and the students in higher education, enormous efforts are taken by the management of the College to inculcate research culture in the staff and the students to arouse inquisitiveness, develop objectivity and improve critical thinking. It ensures continuous professional growth on the part of teachers. A Research Committee is constituted in the college that takes initiatives for all activities related to research. It is a forum that meets regularly and includes teachers and PG students. Avenues for presentation of papers are made as part of this research forum. The Research Committee publishes an ISSN numbered interdisciplinary journal named 'FORTIS'. The college has history of over two decades of providing research promotion. This is from the realization that the fact that a static and bookish study framework is not enough for students and teachers to excel. The changing market environment requires highly skilled, research oriented professionals in related fields to achieve assigned goals. The College makes all possible efforts to prepare our students to become highly research oriented in this context to identify novel prospects in their specialized area to create innovative approaches.

The Context

There is a great need to keep the faculty and students in pace with the relentless wheel of change and update their intellectual caliber. The Students are acquainted with hands-on experience through various research-oriented programs and live projects. There are many opportunities in the field of research in all disciplines. Grants are provided by the governmental agencies to promote quality and outcome-oriented research in all areas like Physical Science, Technology, Social Science, Literature, Arts Humanities and Skill Development.

Practice

- 117 Seminars/Conferences/Workshops were organized by the institution during the last 5 years and most of them were funded by UGC, ICSSR or KSCSTE which include two International seminars. An appreciable amount of money was spend in that respect for the promotion of title based specific research seminars and conferences of paradigm shifts in science, technology and economy. The institution encourages the faculty for newer avenues to develop and propagate research culture and during the last two years, three ICSSR Funded programmes of latest developments in Digital economy, R programming and Data mining were organized and research scholars from various parts of the country participated in these programmes. Apart from availing funds from various external agencies college management has spent a considerable amount for organizing International/National workshops and seminars for promoting research culture.
- FDP on Research Methodology is conducted by the IQAC to familiarize students and teachers with Intellectual Property Rights, funding agencies and art of writing articles in high impact journals. An International workshop was conducted on how to improve the quality of manuscript preparation. Under the auspices of IQAC, the faculties are motivated to apply for the major and minor research projects by providing guidelines and details of funding agencies, collaboration with other institutions and universities in India and abroad.
- KSCSTE has sponsored 22 student projects in the science departments.
- Visits to National Research Institutes and centers of excellence like IIMs, Indian Institute of Science by students and availing Internships in research centers.
- NPTEL Courses which offer advanced learning platform facilitates research orientation among students. College ensures participation of students and till date numerous students are benefitted
- National Science Day is celebrated regularly with the financial assistance of KSCSTE and DST
- The college conducts research development programmes which include interactions with research guides, research scholars, experience sharing of Alumni Ph.D. holders to promote and motivate students and teachers to indulge in active research. Department of Psychology in association with Berjaya University of Hospitality, Malaysia conducted a One Day International Workshop on “High Impact Publications on Social Science Research” on 3rd February, 2018.
- The College library has over 100 Journals, access to N-LIST and DELNET databases and the students and faculty members can freely use the Network resource lab for high impact journal articles to support their research work.
- Incentives were given to teachers who were participating and presenting in various research forums.
- The computer science department offers enrichment activities to enhance knowledge in science research and to improve the motivation. It also motivates students for innovations in science research and to become active in research. It also helps to create an awareness on the current research trends in science.
- The Electronics research forum of the college encourage students to present paper following the guidelines of IEEE thereby improving their research aptitude, presentation skills. This initiative help students in familiarizing various journals, research publications in the field of electronics.

Evidence of Success

- During the last five years there were 41 publications by faculty members. Paper presentation by teachers at National and state level for the last 5 years numbered to 124. In the last two year paper

presentation by students numbered to 24. Psychology student Krishna Priya won the Best Paper Award in the 1st National Psychological Trauma Conclave 2018, held at AIIMS, New Delhi

- Eleven Teachers were awarded their Doctoral Degree and one faculty member was awarded the Post-Doctoral Degree from the University of Nebraska, USA.
- Five Teachers presented papers outside India like Malaysia, UK, China, Switzerland, Greece etc. Teachers are supported and assisted with funds in presenting papers abroad.
- 22 student projects were awarded by KSCSTE amounting to Rs.2.04 Lakh
- 39 Research Projects were awarded to the faculty members during the post accreditation period and it amounted to 37,79,400/- which includes the collaborative project of Dr Raphika P M with Cochin University of Science and Technology.

Problems Encountered and Resources Required

The practice face problems like the time, infrastructure and equipment facility for research. Amidst the regular working hours, intermittently incorporating the research activities have become difficult for students in terms of using labs, equipment and other infrastructure facilities. International collaboration and co-operation can be sought to make research more qualitative. The in-house research journal FORTIS can be upgraded by maintaining the standard of the articles and making the peer review process strict. Time delay in sanctioning approval for research centres in College due to University regulations prevent research centres in College.

File Description	Document
Any additional information	View 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:

The vision of MES College to work for the educational, social and economic advancement of the people of India in all possible ways. The mission is to promote higher and technical education and improve the standard and quality of education among the people in general, minorities and backward classes in particular. The core values of college are quality, Equity, Inclusion, Skill Development, Service to society and empowerment.

The college stand for equality and wish to create a more inclusive society for our girl students and it has been appreciated by the members of National Minority Commission. Women empowerment implies the

ability of women to take decisions with regard to their life and work and giving them equal rights in all spheres like: personal, social, economic and so on. **College had taken several activities to empower girl students and make them self-reliant.** The vision 2020 of our college mainly emphasis on women empowerment activities. For ensuring gender neutral campus inclusion of one girl student is assured in every cell and committees.

Here are the Glimpses:-

Women Cell in MES College strives to maintain and augment the gender-neutral atmosphere of college by organizing seminars, workshops on Gender sensitization and legal awareness. Other important objectives include giving training in artificial flower making, Embroidery workshops, tailoring classes, conducting health and hygienic awareness classes, self defence classes .Women Cell take initiatives to visit Orphanage and old age homes.

College gives priority for admission in management quota. Also provide special scholarships to girl students. From our previous history, It is observed that women students showed more academic excellence and bagged top positions in University examinations.

“ *Swapna veedu*” (home for your friend), is the plan co-ordinated to implement the core value of the College. Women students are given preferences for availing benefits of this project.

The girl students are provided with Hostel facility inside the campus ensuring the safety and security with all security measures like surveillance cameras and 24 hour security guard services. The safety and security aspects are well taken care of well equipped gymnasium and indoor Badminton court is provided inside the hostel.

Special for coaching in events like Taekwondo, Ju-Jitsu, Wrestling, Judo, Kurash martial arts, Kho kho and other indoor games. Our female students have bought laurels at National and International levels. Kerala State Sports Council allotted Sports Hostel facility in Wrestling and Basket Ball for improving the performance of the students in the respective events, providing them with Diet allowance, sports kit etc. The Female students had conducted Self defence and training programs in different colleges and schools.

Apart from Academic endeavours, co curricular and extracurricular activities are important for improving confidence, self esteem and team work. Adherence to that the college promotes group events like, Group dance, Oppana, Thiruvathira etc. in University Youth festival

Other facilities:- Day Care Facility, prayer room, rest room, Sanitary napkin vending machines, Incinerator, personal counseling facility for female students, Premarital counseling for Girl students, Surveillance Camera for safety and security of girl students.

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

5. CONCLUSION

Additional Information :

The institution has A+, and A grade holders and University toppers in the university examinations in every academic year

The institution organised Two international seminars, 57 National /State level seminars and workshops and more than 70 College level seminars in the post accreditation period.

The college promote skill based programmes and presently the institution offers five B.Voc. Programmes supported by UGC.

Concluding Remarks :

MES College Marampally was established in the year 1995 with a stated Vision and Mission. The key objective of the institution is to execute a strategic plan in developing the college as a Centre of Excellence by the year 2020. The college has taken earnest steps to bring quality initiatives in the Post accreditation period which has enormously reflected in all the domains of the institution. Seven new programmes including UGC supported B.Voc Programmes introduced. ICT enabled teaching ecosystem, DST FIST grant for the PG Science Departments, KSCSTE funded Student projects, MoUs and Linkages, Entrepreneurship promotion, numerous extension and outreach programmes evidenced by Awards and Recognitions, Library e-resources, ERP software, new buildings, spacious Health club, Studio floor for E-content development, Many Career guidance programmes and Placement drives, International and National achievements in Sports and cultural activities, International recognition of faculty members and several green initiatives are the major initiatives witnessed by the institution in the post accreditation period.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
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>9</td> <td>15</td> <td>11</td> <td>8</td> <td>16</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>5</td> <td>2</td> <td>1</td> <td>6</td> <td>3</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	9	15	11	8	16	2017-18	2016-17	2015-16	2014-15	2013-14	5	2	1	6	3
2017-18	2016-17	2015-16	2014-15	2013-14																	
9	15	11	8	16																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
5	2	1	6	3																	
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> <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>619</td> <td>519</td> <td>183</td> <td>11</td> <td>80</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>619</td> <td>97</td> <td>183</td> <td>11</td> <td>80</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided certificate.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	619	519	183	11	80	2017-18	2016-17	2015-16	2014-15	2013-14	619	97	183	11	80
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619	519	183	11	80																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
619	97	183	11	80																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 34</p> <p>Answer after DVV Verification: 24</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p>																				

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
484	480	543	471	375

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
456	484	543	452	375

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
42	40	29	25	18

Answer After DVV Verification :

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

Remark : HEI input edited according to provided documents.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
31	31	32	30	28

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
31	31	32	30	28

3.1.2 Percentage of teachers recognised as research guides at present

3.1.2.1. Number of teachers recognised as research guides

Answer before DVV Verification : 2

Answer after DVV Verification: 2

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
7	4	1	2	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	1	2	3

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
287	480	460	225	210

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
197.61	274.71	309.09	77.57	118.38

Remark : HEI input edited according to provided documents.

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
5.71	14.16	14.21	11.2	15.04

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
144.20	134.56	126.28	110.35	105.79

Remark : HEI input edited according to provided documents.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
104	154	87	79	55

Answer After DVV Verification :

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

Remark : According to HEI information , this metric id id opted out.

5.2.1 Average percentage of placement of outgoing students during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
88	154	138	156	130

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
88	154	138	25	130

Remark : HEI input edited according to provided documents. Required appointment order of placed students during year 2014-15 are not provided.

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)

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
58	34	36	44	38

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
17	14	8	1	2

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
90	73	71	77	74

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
90	73	71	77	74

Remark : HEI input edited according to provided documents.

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.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
66	84	27	18	11

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	2	0	1

Remark : HEI input edited according to provided documents.

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
68	85	76	73	32

Answer After DVV Verification :

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

Remark : HEI input edited to zero because required Audited statement are not provided.

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)

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29.46	5.07	2.22	26.39	3.38

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.40	0	0	0	0

Remark : HEI input edited according to provided documents.

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
55	38	36	30	33

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
35	24	16	13	17

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations

NAAC