



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

JPM ARTS AND SCIENCE COLLEGE

KANCHIYAR P.O. LABBAKKADA KATTAPPANA IDUKKI DISTRICT

685511

www.jpmcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

JPM Arts and Science College (JPM); founded in 2008 and run by CST Fathers; is an unaided college affiliated to Mahatma Gandhi University, Kottayam. JPM aims at providing higher education opportunities to the children of migrant farmers, labourers, tribal and other marginalized families of the land-locked High-Ranges. The motto is 'Lighted to Enlighten'. Fr. Basilius Panat is the founder of the Little Flower congregation, also called CST Fathers. The Patron Saint of the Congregation is St. Therese of Lisieux. She was a nun popularly known as 'The Little Flower of Jesus'. The Congregation is dedicated to proclaim God's love to the poor, to serve humanity with unconditional love, and mould people with scientific temper and values making them self-reliant.

In 2005; considering the economic, educational and social backwardness of the people of the region, CST Ashram started tuition classes for students. Later, it was reorganised as a junior college and subsequently in 2008, granted affiliation by Mahatma Gandhi University with permission to offer both UG and PG programmes. The college is top in results and conducts national seminars, add-on courses, department-wise and intercollegiate fests, industrial visits, training programmes, placement drives, etc every year. The student-friendly campus hosting well organised lab and library facilitates effective teaching and fun-learning.

The college was granted Minority Status by in 2013 and became the first ISO - 9001:2008 certified institution in Idukki district. In 2016 'JPM' became a registered trademark and in 2017 a regular study centre of IGNOU started functioning in the campus.

JPM bears the name of the Pope, St. John Paul II. He lived during last century's most turbulent times and offered a clear moral vision and direction to the whole world, urging people to recognize human dignity and deter the use of violence. He visited many countries campaigning against political oppression and criticizing the materialism of the West.

Situated in the tribal inhabited Kanchiyar Grama Panchayat, Idukki District, Kerala, on the Kottayam-Kattappana Highway, the college is easily reachable and has state of the art facilities. The sylvan ambience of the college is refreshing and conducive to spiritual, intellectual and emotional growth.

Vision

To be a locally relevant and globally acclaimed centre of holistic education; moulding the children of a largely marginalised region into self-reliant, responsible, morally upright, and socially committed citizens.

Mission

1. To impart quality education to the children of the largely marginalized, tribal, and migrant families.
2. To provide comprehensive training, enabling students to live and flourish in the digital world.
3. To conduct programmes promoting ethical values, self-esteem, responsibility, secularism, patriotism, and faith in God.

4. To accelerate inclusive education by providing higher education opportunities to the weaker sections and minority communities of the land-locked region.
5. To train and mentor students to realise and develop entrepreneurial skills, intellectual and physical capabilities with a view to promoting innovation.
6. To organise outreach programmes promoting gender sensitisation, emotional maturity, and social commitment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Established by a Christian Monastic Community with the missionary spirit of imparting holistic education to the children of a region at the bosom of Western Ghats.
- Plastic free, litter free, green, eco-friendly and carbon neutral campus.
- An ISO 9001: 2015 certified institution.
- College is a local chapter of SWAYAM NTPL with 78% of the teachers registered for MOOC courses.
- The very placement of the college in the valley of Western Ghats which is an internationally recognized ecological hot spot with rich bio-diversity and sylvan ambience in itself has an educational value by reflecting the wisdom of sustainability and environmentalism.
- Effective Mentoring System with ideal mentor-mentee ratio and the emphasis on integrated formation of students by ensuring tutorial support.
- Registered Alumni Association, alumni interactive sessions, and regular involvement of PTA.
- Talented students who are capable of producing outstanding results in examinations.
- Minimal dropout.
- 'Cell to Excel' for high performers and Remedial Coaching for slow learners.
- Conduct of international/national conferences and workshops, and faculty development programmes.
- Very active NSS/NCC units
- Regular publication of the bilingual news journal JPM POST promoting creativity.
- The presence of United Nations Academic Impact which opens up the vistas of international fraternity to the students.
- Hostel facility for women and teachers.
- Active Woman Development Cell promoting gender sensitivity.
- Fully Automated Library & Digital Library with E-resources, N-LIST and eNotes
- College acts as a center of community development by sharing its infrastructure with local government, PSC and universities for varied purposes.
- Maintains the spirit of secularism by ensuring merit alone as the parameter for faculty appointment.
- Wi-Fi enabled campus.
- Smart classrooms, good computer lab, and optimal teacher-student ratio.
- The patronage of the people around the college, especially the tribal and migrant population.
- Scholarships for poor students form own fund.
- Active College Staff Council and IQAC.
- Consistently high percentage of results and ranks in university examinations.
- Visiting faculty from universities abroad.
- Conduct of online classes on all working days during the covid-19 pandemic period and high percentage of attendance in the classes.
- Internally developed software to manage internal evaluation.
- Fleet of college buses for the travel of students and staff.

Institutional Weakness

- Since the region is largely underdeveloped and marginalised, majority of students are academically, financially, and emotionally not up to the usual standard of performance at the entry level.
- Lack of financial support and aid from Government and UGC.
- Comparatively higher rate of faculty turnover.
- Shortage of funds for infrastructural augmentation and modernisation.
- No hostel facility for boys.
- No sports hostel.
- No research departments.
- Low demand for BTMM, MA Economics, and MSc Computer Science.
- Universities in Kerala denies permanent affiliation to all self-financed colleges.
- SC/ST grant and scholarships/freeships from Govt. and other agencies are not available to students admitted under Management Quota in self-financed colleges. It makes studies in self-financed colleges unaffordable to tribal students.
- Lack of foreign students and collaboration foreign universities.
- Limited industry-institute linkages.
- Lack of consultancy services.
- Lack of academic flexibility and limited role in redesigning curriculum.
- Discontinuance of studies due to financial and social hindrances is not uncommon among students.
- The affiliating university does not adhere to its own academic calendar resulting in lagging of exams and courses.
- College has no academic autonomy.
- Majority of the teachers does not have doctoral degrees and research experience.
- The region is ecologically sensitive and, therefore, construction and development works are not usually permitted.
- Frequent occurrence of natural calamities such as flood, land slide, heavy rain, storms, etc and consequent loss of working days.
- Inadequate public transport facilities for students from remote hill areas.
- All classrooms are not made smart.
- Lack of an indoor stadium.
- The administrative office is not fully automated.
- No Govt grant or allowances for NCC cadets and caretaker.

Institutional Opportunity

- Provision of educational opportunities to the children of the tribal and marginalised families would exert in visible impact on the social systems in the region.
- Opportunity to uplift the marginalised population of the region.
- Majority of the students are women. Hence, the development and transformation of the region could be accelerated through women empowerment programmes.
- The college adopted a tribal village of 'Kovilmala' and an MOU executed with the King, enabling the students of the college to organise community development and outreach programmes at the village.
- Availability of sufficient land for future expansion of the college.
- College can be elevated as a Tribal Research Centre.
- Scope for starting innovative courses catering to the unique requirements of the tribal and migrant

population of the region.

- Convert all classrooms into smart and train students in handling sessions and conferences with ICT tools.
- Start sports hostel for boys and girls and offer physical education programmes.
- Popularise the tourism destinations in the region and explore the potential of tourism studies.
- To make the campus a halting place for the tourists and provide better exposure to the tourism students of the college through tourist-student interaction during the layover.
- To offer disaster management programmes and establish a disaster management research centre.
- Opportunity for student/faculty exchange with other Universities/Institutions.
- More e-content development by teachers.
- Introduction of more career-oriented Diploma/Certification Programme
- International collaboration may be fostered to attract foreign students and resource sharing.
- Entrepreneurial activities can be fostered through collaboration with Kerala Start Up Mission.
- More invited lectures and international conferences can be conducted.
- Opportunity for institutional tie-up and industry linkages for strengthening the teaching-learning process.
- Research activities of the faculty could be improved by providing various supportive mechanisms.
- To organise national/international job fair on the campus. The college can present candidates suitable for first-line management and operations.
- To establish a career training and UPSC examination coaching centre on the campus.
- To establish a yoga centre and health club in the college.
- To establish a full-fledged coaching centre for National Eligibility Test of UGC.
- To commence an IELTS training and foreign language study centre on the campus.

Institutional Challenge

- To include all children of the largely marginalised region in to the network of higher education in the country.
- To make the studies on the campus affordable to the tribal and migrant families in the region.
- Funding for infrastructure development, innovation, and research.
- Retention of faculty for long is a challenge for the college.
- Students hailing from poor families are at the mercy of debt schemes, very few scholarships are available to them.
- Students are very often required to support their families and, therefore, retaining them and avoiding drop out is a challenge for the college.
- To elevate PG departments as research centres.
- Moulding students to cope with the requirements of the digital world.
- Imparting soft skill in students enabling them to meet the challenges of the globalised market.
- Keeping schedules in the midst of frequent disasters is a challenge for us.
- Attract national and international employers to the campus is also a challenge.
- Regular conduct of online classes in the wake of poor connectivity in the region.
- Execution of development projects without hampering environment.
- Disposal of plastic waste and e-waste
- Raising fund to install solar systems capable to generate sufficient power for use in the campus is a challenge for us.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum Planning and Implementation:

The college offers eight UG and five PG programmes. As a college affiliated to Mahatma Gandhi University, we follow the prescribed outline of courses. Lesson Plan for each course, covering each semester is prepared well in advance and followed meticulously. A Tutorial Work and Mentoring system has been implemented in order to ensure active participation of students. External experts, guest faculty, and visiting professors also engage sessions for the students. Orientation programmes are arranged for the faculty and the students. Faculty Development Programmes are also organised. The teaching staff is encouraged to attend seminars and workshops. ICT enabled teaching methodology has been implemented.

The college library has a collection of 8306 books. It subscribes to 7 newspapers, 30 magazines and 38 subject journals. N-LIST and eNotes have been subscribed. The LMS is KOHA-20.05. We have digital repository using Dspace7 software, Kindle Device, DAISY Audio Library, and WebOPAC in library webpage.

A 'Cell to Excel' functions in the college to guide high performers in their quest for academic achievements and awards. The college has a well organised remedial coaching system to support slow-learners.

Academic Flexibility:

The college offers programmes under CBCS of the affiliating university with elective courses as prescribed in the curriculum. Open courses are also included in every programme. 'Environment Studies' is offered during the VI semester as a course of study to sensitize the students on environmental issues.

Curriculum Enrichment:

The college has in its curriculum 11 Add-on Courses.

FeedbackSystem:

The college has a well structured feedback system. Feedback is collected from students, teachers, parents, employees and alumni. It is analyzed, critically evaluated and necessary steps are taken for performance improvement.

Teaching-learning and Evaluation

Student Enrolment and Profile:

Fifty percent of the seats are filled on merit through the Centralised Admission Process of the University

adhering to the reservation policies. Fifty percent seats are filled under Management Quota. The college accommodates students from SC/ST/OBC as well as minority communities also. Majority of the students are women.

Catering to Student Diversity:

Women Development Cell, Minority Cell, OBC Cell, SC/ST Cell are functioning in the college to meet the unique requirements of the specified categories. Hostel facility has been provided to the women students from other districts and states. 'Cell to Ecell' and remedial coaching are organised by departments to support high-performers and slow-learners respectively. Tutorial and Mentoring system has been adopted to inspire less-motivated students.

Teaching-Learning Process:

Student-Teacher Ratio is maintained optimally. Smart classrooms are provided and teachers use ICT facilities. Mentoring is made part of the process. Assignments and seminars are given. Interactive/motivational sessions ensure student-centric process. Online platforms have been used to make the system prompt. E-learning facilities have been provided by the library. Soft notes are also given.

Teacher Profile and Quality:

All teachers are well qualified. Teachers are encouraged to do research and publish articles.

Evaluation Process and Reforms:

Internal examinations are conducted by the college both under offline and online mode. Internal evaluation is made transparent and a grievance redressal mechanism is well functioning. Entry of marks of seminars, assignments and internal marks as well attendance has been automated. Internal mark sheets are countersigned by students in order to make the system fully transparent.

Student Performance and Learning Outcomes:

The college consistently secures more than 80% pass and ranks in university examinations. The PO & PSO help develop the process of teaching and learning. The course outcomes provide a concise description of its employability, skill development and entrepreneurship prospects. The achievement of outcomes of the programme is reviewed on a continuous basis.

Student Satisfaction Survey:

Feedback is taken from the students regarding attainment of outcomes at the end of each semester. The college conducts Ambition Surveys also at the beginning and close of the academic year.

Research, Innovations and Extension

Two teachers are pursuing doctoral studies. One teacher was awarded PhD degree on 07.7.2021. Teachers published 38 research papers in standard journals and 33 papers were presented at national/international conferences. The college conducted 16 workshops/seminars on Research Methodology, IPR, and

Entrepreneurship. We publish a bilingual tabloid news letter 'JPM Post' twice in a year. The college initiated three innovative practices, namely; (i) 'Conflux of High-Fliers - unveiling the journey of life inspiring generations' envisaged to motivate the less-motivated through experience sharing sessions by highly successful persons from different walks of life, (ii) Mahatma Gandhi Swayam Sakthikaran Nutan Pariyojana (MGSSNP) designed to empower students, parents, women and farmers, and (iii) 'New India-Kovilmala Tribal Kingdom - an Integrating Mission of JPM' designed to promote holistic development of the tribal village, 'Kovilmala'. Fifty six extension and outreach activities were conducted in collaboration with NSS, Soft Skill Development Club and Women Cell. The college received four awards for its extension activities. The college maintains 18 functional MOUs with national/international institutions/industries for academic and research collaborations and has 26 linkage programmes for student exchange, internship, field trip etc. The range of collaborative activities include Financial Literacy Training Programme, Training in English Language, Computer Training, Bamboo Forest, NET coaching, Flood Relief activities, Add-on Courses, etc. Certificate programmes and workshops have been conducted under MGSSNP for the empowerment of the parents of students. Renovated a pond and water supply scheme launched at the tribal village Kovilmala.

Infrastructure and Learning Resources

Physical Facilities:

Keeping in tune with the changing times, state-of-the-arts facilities are being developed on the campus. The college is functioning in a multistoried building accommodating seven departments and administrative office. The college has a large play ground, cricket pitch, shuttle court, and driving practice ground. Hostel facilities are available for teachers. A waiting room and a sick room are provided for women. Construction of smart auditorium, new library block, new computer lab, administrative office and additional smart classrooms is progressing and nearing completion. Of the 31 classrooms, eight are LCD enabled. The campus is Wi-Fi enabled. All classrooms are well furnished and students are given independent tables and chairs. Fire and Safety system has been installed. The college has a water harvesting unit and solar power systems.

The computer lab has 60 computers, 10 laptops and one portable HD projector. The process of launching 'JPM Radio' to broadcast the activities of students is progressing.

The college accommodates a regular study centre of IGNOU with a view to providing education opportunities for those who are not in a position to cope with the requirements of the conventional universities.

Library as Learning Resource:

The college has a fully automated centralized library with KOHA. The college library has a collection of 8306 books. It subscribes to 7 newspapers, 30 magazines and 38 subject journals. N-LIST and eNotes have been subscribed. The LMS is KOHA-20.05. We have digital repository using Dspace7 software, Kindle Device, DAISY Audio Library, and WebOPAC in library webpage. Question papers of previous university examinations have been scanned and made available on the college website. The faculty, staff, and students have unlimited access to Wi-Fi.

Facilities for medical emergencies are provided by the college in collaboration with the Family Health Centre, Kanchiyar. Water purifiers have been fitted and clean drinking water provided. The house-keeping wing keeps the college neat and tidy. There is round the clock security facility. The college and its premises are under 24 hours CCTV surveillance. Hostel facilities are available for women. Four college buses are used to bring

students from very remote places having no public transport.

Student Support and Progression

The college availed itself of different governmental scholarships such as, E-Grantz, Scholarships for SC/ST, Minority scholarships, etc. During the last five years 867 students were benefited by scholarships/freeships. The college provides scholarships and freeships to deserving students out of own fund. The selection of students for the benefit is vested with the Scholarship Committee constituted in the college. An amount of Rs. 28.44,686/- has been paid as scholarship/freeship to 398 students.

During the last 5 five years the college conducted 100 events that could enhance the soft skills, life skills, language and communication skills, and ICT/computing skills. All these events were coordinated by different departments and associations of the college. Twenty five sessions of career counselling and guidance programmes were conducted during the period. Students are provided with offline and online facilities to report their grievances. Students Grievance Redressal Cell is keen to redress students' grievances as soon as they are received. To deal with complaints of ragging cases an Anti-Ragging Cell is functioning in the college. A Committee for prevention of Sexual Harassment is also functioning.

We have a Placement Cell to prepare students for campus placements. Details of 137 placements are placed on record. One hundred and seventy five students who graduated from this college have progressed to higher levels education/research. Students of this institution have appeared for various State/National/International level examinations and a good number of them qualified. The students of this institution have participated in various International, National, State and university level competitions. Student's participation is ensured in all academic and administrative bodies through College Union, Student Council etc. An average of 67 sports and cultural events are conducted each year.

The college has a formal registered Alumni Association and each department has Department Alumni Associations. A series of alumni interactive programmes were conducted. The Alumni Association has instituted six endowments to the students to encourage their overall performance. The Association has contributed Rs. 73,200/- towards different activities of the students.

Governance, Leadership and Management

The vision and mission of the college is well communicated to all stakeholders. The college is run by St. Joseph's Province of CST Fathers and the Provincial of the Province is competent to constitute the Governing Body of the college. The Provincial also serves as the President of the Governing Body. Important policy decisions are taken by the Governing Body keeping in mind the vision and mission of the college. The Board meets at least once in six months, sets the priorities of the institution, and allocates funds to each set of activity. The Manager is appointed by the Governing Body. The Manager appoints the Principal and other staff of the college. The institution ensures decentralized modus operandi for its effective and efficient functioning. The Principal takes important decisions in consultation with the College Staff Council. Meeting of the Staff Council is convened at least once in a month. The recommendations of the IQAC are also taken care of. IQAC meeting is also held every month. General Staff Meetings are also conducted at least once in a semester to take decisions relating to general discipline, conduct of classes and exams. The Heads of the Departments are authorised to schedule classes and assign duties among the teachers. HoDs conduct department level meetings to take various decisions relating to allocation of duties.

The IQAC, Staff Council, Library Advisory Committee, WDC, NSS, NCC etc. cater to the diverse needs of the staff and students. The IQAC is involved in planning, auditing performance, setting strategic issues and in maintaining quality parameters. The Anti-Ragging Cell, Anti-Harassment Cell, Grievance Redressal Cell, etc. are actively involved in the administration. Faculty Empowerment Strategies include Faculty Development Programmes, Professional Development Allowance, Induction and Orientation Programmes, and Performance Appraisal and Feedback.

The college has a well defined policy of fund mobilisation and its optimal utilisation. The fees remitted by the students is the main source of income for the college. Various developmental projects are funded by the Province also. The Bursar appointed by the Governing Body acts as the person in-charge of the finance function.

Institutional Values and Best Practices

The college has definite code of conduct for students and staff and the same is published in the Handbook and website. The college promotes gender sensitiveness through various programmes organised by WDC and NSS. Festivals and birth/death anniversaries of national leaders are celebrated. Energy and environment audits have been conducted and recommendations implemented. A bamboo forest is developed in the campus under the auspices of NSS unit. Programmes promoting care for environment, organic farming, preservation of natural resources have been conducted. There are provisions for conservation of water and water resources, and also the local fauna/flora. The college has an effective waste management system. Biodegradable and non-biodegradable wastes are collected separately. The biodegradable waste is used as manure, and food for poultry. Liquid waste and e-waste are minimised and the campus is kept as a plastic-free zone.

The uniqueness of the college is in its best practices. 'Conflux of High-fliers' is a confluence of successful persons from different walks of life sharing their life experiences from childhood to their present stage of growth specifying the method by which they overcame the hurdles in their lives. The unveiling of their life's journey with the students is expected to improve the confidence level of the students, particularly the confidence level of those hailing from the families of the migrant farmers of the land-locked High Ranges. The ambition surveys conducted at the beginning and at the end of the academic year substantiate the impact of the best practice.

Mahatma Gandhi Swayam Shaktikaran Nutan Pariyojana (MGSSNP) is a programme that includes a set of measures designed to empower and enable individual learners, her/his family, as well as the community to an increased degree of autonomy and self-reliance. Good number of certificate programmes, workshops, orientation programmes, and training sessions have been conducted. The ultimate aim is to improve the income level of parents such that they could support the progression of their wards.

'New India-Kovilmala Tribal Kingdom: An Integrating Mission of JPM' aims at developing a tribal village known as 'Kovilmala' which is five kilometers away from the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JPM ARTS AND SCIENCE COLLEGE
Address	KANCHIYAR P.O. LABBAKKADA KATTAPPANA IDUKKI DISTRICT
City	KANCHIYAR LABBAKKADA
State	Kerala
Pin	685511
Website	www.jpcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	V.v. Georgekutty	04868-259236	9446197139	04868-27106 1	jpm@jpcollege.a c.in
IQAC / CIQA coordinator	Sheela S.	04868-271202	8156830377	04868-25906 0	sheelas@jpcolleg e.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

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

Establishment Details				
Date of establishment of the college	02-06-2008			
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				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KANCHIYAR P.O. LABBAKKADA KATTAPPANA IDUKKI DISTRICT	Rural	5	4364.09

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	BCom,Commerce	36	Higher Secondary	English	60	50
UG	BCom,Commerce	36	Higher Secondary	English	60	57
UG	BCom,Commerce	36	Higher Secondary	English	70	68
UG	BCA,Computer Science	36	Higher Secondary	English	50	40
UG	BBA,Management Studies	36	Higher Secondary	English	50	47
UG	BTTM,Tourism Studies	36	Higher Secondary	English	30	18
UG	BA,English	36	Higher Secondary	English	50	39
UG	BSW,Social Work	36	Higher Secondary	English	40	0
PG	MCom,Commerce	24	Graduation	English	60	42
PG	MSc,Computer Science	24	Graduation	English	26	3
PG	MA,English	24	Graduation	English	30	20
PG	MSW,Social Work	24	Graduation	English	20	20
PG	MA,Economics	24	Graduation	English	20	3

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				58			
Recruited	0	0	0	0	0	0	0	0	24	34	0	58
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	8	6	0	14
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
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	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	21	32	0	53

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	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

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	1	0	0	0	0	0	1
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	1	0	0	0	0	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	3		0		3

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	151	0	0	0	151
	Female	168	0	0	0	168
	Others	0	0	0	0	0
PG	Male	17	0	0	0	17
	Female	71	0	0	0	71
	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	3	3	3	7
	Female	6	4	4	5
	Others	0	0	0	0
ST	Male	0	3	1	3
	Female	1	1	1	1
	Others	0	0	0	0
OBC	Male	33	36	38	40
	Female	58	60	54	41
	Others	0	0	0	0
General	Male	126	122	103	140
	Female	158	169	159	162
	Others	0	0	0	0
Others	Male	10	8	13	3
	Female	17	9	16	5
	Others	0	0	0	0
Total		412	415	392	407

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
607	546	548	548	548

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	12	12	12

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
407	392	415	412	363

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
105	86	90	90	90

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
408	419	386	342	315

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
58	55	56	56	55

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
58	55	56	56	55

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 31

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
157.19	253.41	204.14	183.62	196.38

4.3

Number of Computers

Response: 42

NAAC

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:

JPM ARTS AND SCIENCE COLLEGE, KANCHIYAR has its motto 'Lighted to Enlighten'. It is the biblical lamp that has been placed on a mount/pedestal so that it pervades the whole region with light, dispelling the darkness of ignorance. The college ensures effective curriculum delivery through manifold processes. The college offers 8 UG Programmes and 5 PG Programmes.

- As a college affiliated to Mahatma Gandhi University, we follow the prescribed course outline. This institution follows the university **academic calendar**.
- The commencement of each academic year marks the launching of various academic activities. **Lesson Planner** for each course, covering a semester, is well-prepared. All teachers follow **Lesson Planner** and record implementation of the curriculum. It is a detailed record of the teaching-learning process and delivery of the curriculum.
- A master timetable at the college-level and subordinate timetable at the department-level are prepared at the commencement of every academic year under the supervision of the Principal, HoDs and IQAC.
- **Teachers Diary** is maintained by every teacher as a record of activities undertaken by them each day.
- Students are given **assignments and seminars** on the completion of every module to enhance their level of reading and writing skills.
- **Arts & Sports:** Every year the college organizes arts and sports events for the physical and mental development of students.
- The institution invites **subject experts and guest faculty/visiting faculty from prestigious institutions and universities** to conduct seminars.
- The Faculty attends seminars and workshops in order to gain more expertise in their subjects. **ICT enabled teaching methodology** is implemented in order to ensure that the curriculum is delivered effectively. The institution is revamping the traditional way of teaching through **Smart/Interactive Boards**.
- The college publishes a newsletter named **JPM POST** with students as the editors which reports events, news, achievements, literary contribution and messages of alumni.
- The college publishes a **magazine** promoting creative writing by students and faculty.
- **Orientation programmes** are conducted every year for the newly admitted students and teachers.
- The College has a **library** with 8306 books, 2 English newspapers and 7 Malayalam newspapers, 30 magazines, 38 subject journals and e-journals.
- For the final year students **study tours have been conducted**.
- **National Tour Programme** is conducted every year for BTTM students.
- **MACBETH: Saga of "Vaulting Ambition", Poesis 1 & 2, Nature camp, Exhibition, fest** etc were conducted.
- **Cell to Excel:** It is a cell of high performing students. It is formed in all departments. The aim is to

guide students to university top ranks. Along with this **remedial classes** are arranged for slow learners.

- **National and International Webinars** are conducted for the enrichment of faculty and students.
- **Internship** is provided to students to enhance practical knowledge with exposure to real world situations.
- **Project, special assignments and case studies** are conducted for academic enrichment.
- **Publications, participation and presentation of papers** by students and teachers are constantly monitored and promoted.
- **Bridge courses** are conducted at the entry level.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Institution adheres to the academic calendar for the conduct of CIE. An **Academic Calendar** adhering to the University Calendar is prepared under the supervision of Principal, Vice Principal and the IQAC. HODs of various Departments cross check and ensure the accuracy of the calendar. A team of teachers from each department and non-teaching staff assist the process. Meticulous care is taken in the preparation of the calendar to include all the important details to avoid confusion and to make the document accurate and precise. The calendar is distributed among the staff and students and uploaded on the website.

Each Department is required to prepare an action plan for the year and to furnish accurate details about them which are incorporated into the general academic calendar. The activities of the clubs, cells and associations are planned well in advance and carried out in the most efficient manner. The IQAC, every year ensures the faultless functioning of all departments and other bodies in the college. Teachers are given charge of various activities and the Management keeps the proceedings under strict surveillance. There is a very efficient corrective mechanism in which not only the Management but the entire college fraternity contributes. Grievance Redress Cell, Women's Redress Cell, Staff Council, Women Development Cell, National Service Scheme, Anti-Harassment Cell etc. function effectively. Student representatives in the executive committee of various clubs, associations etc. are part of the self-regulating mechanism which plays a pivotal role in the day today functioning of the college.

There is a Cell for ensuring the quality of **Internal Examinations** and assessment through continuous and specific methods of evaluation. **Assignments** are given to the students on each course apart from the internal examinations. The internal examination strictly adheres to the pattern of the University Examination and is held just before the University Examinations by the end of each Semester. Publications of the internal marks, forwarding them to the respective Departments, uploading the marks etc. are done under the guidance and supervision of the Principal. A teacher is assigned as the convener of Internal Examination Cell. Faculty from every Department is a member of the Cell. There is a **Grievance Redressal System**, named **Exam Complaint Cell**, in the college exclusively for Internal Examinations.

There are two levels to the Grievance Redressal system; Department level, and College level. HODs are in charge of Department level system and the Principal leads the College level system. Teachers are also entrusted to receive complaints from students.

Course related topics are assigned to students for **seminars, case studies, group discussions** to enhance the subject knowledge of the students. The Final year UG and PG students attend examination on Research Methodology. They have to submit **project report**. A mock-viva is conducted at the Department level to boost self confidence of students and thereby to groom them for the external viva. The evaluation of the project is conducted externally and the students appear for a viva-voce after their end semester end examinations.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 92.31

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

Response: 12

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 11

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	2	2	2

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 50.62

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
427	42	192	193	161

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

1.3 Curriculum Enrichment

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

Response:

The institution integrates the cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum by offering the following Foundation Courses as prescribed by Mahatma Gandhi University.

1.Value Education – Women’s Rights

Women’s Rights as a topic is taught in the University Syllabus for all the fifth semester students of UG courses to sensitize the students to their rights and remedial measures on the issues of violation of Women’s rights. To ensure holistic development of the girl students, Women Cell has been functioning since 2014-2015. It empowers women and help them in all walks of life. It provides a platform for women to share their experiences and views regarding their rights and duties, status in society and to suggest ways to improve and empower themselves. The cell stands for facilitating women’s empowerment by organizing guest lectures, seminars and awareness programmes on legal rights for women to impart sensitivity among the women students. The institution also celebrates International Women’s Day every year inviting eminent lady speakers to deliver speeches on Women Empowerment and the Rights of Women

2. Environmental Studies

Environmental studies as a subject is taught in the University Syllabus for all the fifth semester students of UG Courses to understand the importance of environment and its conservation. The Eco Campus was started in the year 2018 to make students actively participate in environmental activities and involve the community in the conservation of environment. The activities of the club include trekking campaigns against the use of polythene bags and plastics. The institution takes keen interest in planting saplings on the campus frequently with the support of NSS/UNAI Volunteers.

3. Human Rights

Creating awareness about Human Rights is a continuous process on the campus. Human Rights is offered as a Topic in the fifth semester for all UG students. The students are oriented towards universal declaration of human rights, Indian Constitution and Relevant Articles relating to human rights, Social Planning, Social Development and Social Legislation.

4. Professional Ethics

The students are imparted knowledge on the traits, principles, values, ethics and goals to be followed by Professionals. Professional ethics is also taught to the students during the Placement Training as a module as it is essential for their career development.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.08

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	12	12	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 100.25

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 408	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

<p>1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni</p> <p>Response: A. All of the above</p>	
File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback process of the Institution may be classified as follows: Options:</p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected <p>Response: A. Feedback collected, analysed and action taken and feedback available on website</p>	
File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 84.35

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
407	392	415	412	363

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
526	480	453	453	453

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 34.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	31	28	29	30

File Description	Document
Average percentage of seats filled against seats reserved	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 and organises special Programmes for advanced learners and slow learners

Response:

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programmes. Students admitted in various programmes are identified as slow and advanced learners based on their plus two/ Degree marks and class tests conducted by each department. This helps to identify the slow learners and to design special coaching for them. The Assistant Professors of respective courses of UG and PG provide valid help in this respect.

As part of the overall evaluation special mention may be given to the following two parts.

- The institution organises orientation programmes for first year students at college and department levels. The scope of this event is to familiarize the subjects and rules and regulations of the college. Apart from this, sessions are included to promote positive attitude, human values, proficiency in English language and competitive spirit.
- Bridge courses are conducted at the department level to lift the students to the level of higher learning on the subject concerned. Department of Commerce, Department of Computer Science, Department of English, and Department of Management Studies are conducting bridge courses at the beginning of the course. Department of Computer Science conduct bridge course in two areas; (i) basic computer awareness and (ii) advanced computer knowledge.

Strategies adopted for slow learners

- Remedial classes are arranged. This would help to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities.
- Group study system is encouraged with the help of advanced learners.
- Academic and personal counselling are given to slow learners by the tutor, mentor and counsellors from outside.
- Simplified explanations especially bilingual explanations with real life examples for better understanding are provided.
- Along with the regular classes via Zoom and Google Meet, special sessions are arranged for those students who need extra care.

Strategies adopted for Advanced learners

- 'Cell to Excel' has been formed in all departments. The Cell encourages students to attain university ranks. They are asked to work out previous question papers and teachers are providing suggestions as well.
- Find the first 10 class toppers in every class and special coaching classes are arranged for them.
- Coaching is also given in skill development, Communicative English, and Placements. The increasing number of campus placements are in fact an encouragement for students as well.
- Advanced learners get coaching classes for competitive exams like NET. English Department is providing NET coaching for interested students.

- Students are encouraged to participate in conferences, workshops and intellectual games. Department of English takes special care to ensure the participation of students in at least one International seminar. Departments of Economics and Commerce conducted workshops on Indian Finance Budget and a workshop on Project Methodology was conducted by all departments.
- The academic achievements of students are extremely motivated and highly appreciated.

The students who secured ranks in university examinations are honoured in public meeting chaired by the Vice-Chancellor. Medals are awarded to them during the annual day celebration.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 7.02

File Description	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:

Teaching learning methods adopted by the faculty members of the college include Lecture Method, Interactive Method, peer teaching, group discussions, practicals, online classes, etc. The teaching and learning activities are made through illustrations and special lectures. Lessons are taught through PowerPoint Presentations, besides oral presenting methods, to make learning more interesting. Due to the current COVID pandemic, teachers are making use of online platforms to conduct classes, examinations, discussions, etc.

Lecture Method is the conventional method of teaching. This method facilitates the teacher to interpret, explain and revise the content. In interactive method the faculty members interact with students by motivating student participation in group discussions, role plays etc. Classes usually begin by recollecting the previous classes with the help of students.

Peer teaching and debate are well used by the teachers as the situation demands. It helps to overcome the monotony of everyday lectures and enables them to come up with novel ideas. All India tour is organized by the Department of Tourism to give students a firsthand experience of the varied culture of India. An orientation class on Edmodo was conducted for BCA students and teachers are taking classes

via Google Meet, Zoom etc. Google Classroom, Google Meet, etc are used by the teachers to conduct classes and organise programmes.

J.P.M Radio is a dream project of the college to cater to the varying needs of the students and to engage them effectively during the free time. Students get an opportunity to showcase their abilities and to share valuable information on contemporary issues. In order to enrich the learning experience of students, eminent retired professors are invited on a regular basis to the college.

All students have to take at least one seminar in a semester. This makes them confident to face an audience and encourages them in doing a research on the topic assigned. All students are required to submit assignments as part of their internal evaluation. It encourages them to use library and other learning resources.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT enabled Teaching method is used for effective delivery of the curriculum. Classrooms enabled with L.C.D, Media Room and computer lab help teachers in giving audio-visual experience to the students. Teachers are taking online classes using Zoom, Google Meet, Google Classroom, etc. Even social media is used as a tool for effective delivery of curriculum during the pandemic period. In order to make the classes interesting, classrooms are made smart and powerPoint Presentations are extensively used. Exams are conducted using Google Forms. Google Classroom is used by the teachers to manage classes and to schedule other activities.

Not only teachers but students are also trained in using ICT. As part of the paper “Text and Performance” in MA English, students are directed to create a short film. Final year U.G and P.G students have project work in the final semester. They are also well versed in using ICT and the final project is submitted online by e-mail. They also make use of projectors while presenting their class seminars.

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

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**Response:** 7.27**2.3.3.1 Number of mentors**

Response: 56

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	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:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	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. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 1.79**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 4.54

2.4.3.1 Total experience of full-time teachers

Response: 263.5

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Internal assessment of performance is an integral part of the teaching and learning process. As part of credit based semester system the institution adopts centralized Continuous Internal Evaluation (CIE) system to assess all aspects of student development continuously throughout the year.

Students are made aware of the evaluation process through the orientation programme at the beginning of the semester. CIE consists of internal examinations, attendance, seminars, assignments, and practicals. Minimum two internal examinations are conducted in each semester. Special internal examinations are also conducted for absentees and for those who want to improve results. Internal examinations are conducted online also during the covid-19 period. The system is made fully transparent and the evaluated answer scripts are returned to students. The CIE is implemented in the college as prescribed by the university. The scores of students in all these criteria are published in the notice board for information and remarks of students. Changes and amendments in the evaluation process are informed well in advance It is also displayed on the college and department notice board. A well structured grievance redress mechanism is functioning in the college and no grievance is pending for settlement.

Result analysis is done by all tutors after every CIE test. Pass percentage of each course is calculated. The performance of students is monitored by the Principal and necessary feedback is given to the

concerned faculty members. The Department conducts review meetings to give necessary suggestions for improving the performance of the student. The institution is keen on monitoring the performance of the student and reporting it to the parents. Parents meeting is conducted after internal examination. Whenever it is necessary, the tutor recommends the parents to visit the college to evaluate the progress of the students.

Remedial classes are conducted for the slow learners and absentees. Special guidance and suggestions are provided to the students who could not attend classes due to participation in arts, sports, NSS, UNAI, NCC activities. At the end of every semester university examinations are conducted. Students satisfying the eligibility criteria of 75% attendance in each semester only are allowed to appear for the examination. Supplementary examinations are held for the failed students. Students can improve their grades through reappearing for the exam. Revaluation and scrutiny are also available and permitted as per university rules.

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

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

Response:

All examination related grievances are redressed maintaining transparency. The following mechanism is followed address and resolve grievances relating to examinations.

Each department shall constitute a Grievance Redressal Cell (GRC). It shall consist of minimum three members. The members consist of the HOD, a senior teacher and any other teacher who volunteers or who is nominated by the HOD. All grievances shall be redressed within five days of receipt. There shall be complaint boxes in each department and students can drop their complaints in the box even without revealing their identity. Another option for the students would be to register their complaints in writing either with the HOD or any other teacher in the Department.

Grievance regarding the internal assessment tests is handled by the respective subject teacher and the head of the department concerned immediately at the department level. The department level decisions are reported to the college-level committee. Students are at liberty to report their grievances directly to the Principal also.

College level

1. Internal Examination Committee meets regularly for objective and effective redressal of the grievances of students with respect to conduct of examinations and evaluation.
2. The college has a Grievance Redressal Committee comprising of the head of the institution, HODs and teacher-in charge of the internal examinations.

University level

1. Semester examinations are conducted as per Mahatma Gandhi University rules and proceedings
2. University examination related issues/grievances are reported to the university through the Principal, who is the chief superintendent of examinations.

If the students resort to any kind of malpractice, action as per university rules will be taken immediately by the Chief Superintendent. The examination cell is fully involved in dealing with examination related grievances. Strict instructions are given to students to maintain punctuality and late comers are not permitted to enter the exam hall after 30 minutes of commencement of examination. Identity cards of students are checked at the entrance of the exam hall. Photo affixed hall ticket is compulsory. Students are prohibited to take mobile phone in to the examination hall.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The affiliating university prepared the syllabi of various UG and PG programmes so as to achieve Programme Outcomes, Programme Specific Outcomes, and Course Outcomes. POs, PSOs and COs are used to assess the assimilation of knowledge and absorption of capabilities acquired by the students on completion of specific programmes.

On successful completion of a UG or PG programme at JPM ARTS AND SCIENCE College, the students are expected to acquire the following outcomes:-

Programme Outcomes:

1. Social commitment and gender sensitivity
2. Capability to face the challenges of the digital world
3. Morally upright
4. Emotional maturity
5. Entrepreneurial skills and leadership qualities
6. Incessant effort towards success
7. Quest for innovation.
8. Employability
9. Responsible citizens

Programme and course outcomes for all programmes offered by the college have are displayed on the website for information of all stakeholders. In addition, such items of information are provided in the Handbook of the college for special attention of teachers and students.

The PSOs and COs of all programmes are displayed on the website of the affiliating university also. They are framed by the different Board of Studies consisting of experts and delegates from other universities. At the college-level the outcomes have been set jointly by the IQAC and heads of departments. The POs and PSOs are also displayed at prominent places on the campus for information of students, teachers and parents. A copy of the handbook prepared by the College is given to all the students and teachers.

Hard copies of the POs and PSOs are issued to all applicants along with the prospectus and application form for admission at this college. Bridge Courses and Orientation Programmes have been conducted by the College. Bridge courses are organised by the departments and conducted at the commencement of the programme. Orientation programmes are conducted by the college at the beginning of the academic year.

At the beginning of the academic year every department convenes faculty meetings and the head of the Department allocates courses among the teachers. The COs are presented in the meeting for discussion. Courses are allocated to teachers specifying the POs, PSOs, and COs. Teachers are requested to do their best to make the expected outcomes known to the students and achieve the outcomes by adequately improving the performance.

Internal examinations and model examinations, tutorial works, assignments, project works, seminars with ppt, group discussions, etc. are the various methods for adopted in the college for measuring the attainment of COs .

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

Every department in the college analyzes and assesses the level of attainment of PSOs and COs by their students by adopting the following methods:-

Internal examinations

Each department conducts atleast two internal examinations for all the semesters. Special internal examinations are also conducted for the benefit of students. The answer sheets are carefully valued by the corresponding teachers to assess the attainment of COs by the students. The class teachers analyse the marks of each student separately so as to find out the level of attainment of PSOs of the corresponding

programme. The observations are presented and discussions held in PTA meetings.

Assignments

Minimum one assignment each is given for all courses in a semester. Assignments on selected topics of the course are given by the teacher concerned. Students are required to submit assignments on fixed dates. They are encouraged to prepare the assignment by making use of the college library as well as internet.

Class tests

To make continuous evaluation more effective and to assess the level of attainment of the desired outcomes Class Tests are also conducted frequently by the teachers. The Test papers are evaluated and returned to students with remarks.

Project

Every UG and PG programmes offered by the college include a project work. Students do their project under the guidance of a teacher and report submitted for evaluation and grading.

Seminars

Students are required to present minimum two seminars for each course in a semester, using ICT tools. Seminars are also evaluated and grades given.

Viva-voce

It helps to assess the depth of knowledge of the student and is a type of personality test also. Objective and analytical evaluation is possible.

Placement

The percentage of students placed in various organizations over the years is a measure of attainment of POs of the college. The relationship between PSOs and the employment also studied.

Feedback from employers

The feedbacks are collected from employers who placed candidates from the campus so as to evaluate the capabilities, loyalty, hardworking, and social commitment of the individuals.

Feedback collected from former students

Feedback from former students is used to evaluate the outcomes of the various programmes and to make changes in the mode of delivery of curriculum, as per their requirements. It reveals the need for the active involvement of students in the teaching and learning process.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 64.37

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
186	258	282	246	182

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
321	419	385	345	315

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.84

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	6	6	6	6

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

‘Poiesis 2017’, a poetry recitation competition, conducted for high school and higher secondary school students in the neighborhood community under the auspices of the English Association on 27th July 2017. ‘Fine –Tune Your English’, an exhibition to help the students in grasping the Basics of Grammar in simple and comprehensible manner, was conducted by the 2nd Year BA students of 2016-19 batch in collaboration with the English association on 4th August 2017. The play *Macbeth* was enacted by the final year BA English students of 2015-18 batch in collaboration with the English Association on 2nd August 2017 for the students of the College, neighborhood colleges and public.

‘Jacque 2K19’ was organized by 2nd year M. Com students in collaboration with Commerce Association on 15th July 2019. The second B. Com Finance and Taxation students organized a budget presentation competition on 16th July 2019. Five students and one faculty from the Department of Commerce participated in the one-day workshop on GST Awareness organized by GST Centre, Kochi on 12th June 2019.

Hidden Destination Project is organized every year by the Department of Tourism. The department organized an online quiz programme on ‘Indian Tourism’ on 3rd August 2020. The Green-Gen Campaign was introduced in the academic year 2020-2021 with the motto of ‘discovering nature, you discover yourself’. ‘Wooden Clouds’ is a start-up developed by 2016-19 batch of BCA students for websites design, development and graphics. The Wooden Clouds team members are specialized in various programming languages like PHP, Python, Android etc. for web development.

‘Conflux of High Fliers’ is an innovative practice of the College to provide motivational sessions by highly successful persons from different walks of life with a view to inspiring the students and help them follow high dreams and achieve better results in life. It also aims at providing an international exposure to the students hailing from families of migrant farmers in High-ranges. Fourteen sessions were conducted online by the College in the year 2020-21. The ambiiion surveys conducted at the commencement as well as closure of the academic year substantiate the impact of the programme on the ambitions and level of motivation of the students. The persons conducted different editions of the innovative practice include Vice-Chancellors, IAS officials, CEOs of multinational companies, Professors from forign universities, entrepreneurs, scientists, etc.

Mahatma Gandhi Swyam Saktikaran Nutan Pariyojana (MGSNNP) is another innovative practice of the College for the empowerment of students, women, parents, and public by conducting different certificate programmes, on the job training, training in organic and environment farming, orientation on low-cost and

safe-homes, training in crafting, cookery, tailoring, etc. Certificate programmes on Gender Equality, Candle Making, Health and Diet, Gender Equality and Legal Awareness class, Soap and Pops, Safe Home Construction method, Cake Baking, Organic Farming, Ornament Making workshop were organized.

'JPM Post' is the bilingual tabloid news letter which exhibits the news of the College and the community around. It promotes the creativity of students. It has an editorial board consisting of staff and students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	3	2	2	2

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

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 3

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 3

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

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

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

Response: 0.18

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	5	00	1

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

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

Response: 0.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	2

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

3.4 Extension Activities

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

Response:

Two units of NSS function on the campus with a view to promoting social awareness, sense of responsibility and discipline and dignity of labour among students. The scheme utilises the leisure time of students for organising programmes of social services which not only help the community but also provide opportunities for students to understand social conditions. NSS aims at training members with a spirit of service and promotion of good character and leadership skill among students. An Aids Awareness Rally was conducted under the auspices of NSS. World Farmers Day and World Human Rights Day observed. 'Suraksha, traffic awareness programme, Preparation of vegetable garden, Awareness class on 'International Yoga Day', Seven-Day-NSS camp were also conducted in the year 2015. In 2016, NSS organised Aids Awareness Seminar and Rally, Consumer Awareness Workshop, Construction of house for poor, Seven-Day NSS camp, Swaram-Hearing aid distribution, Awareness class for Two Wheeler Riders, Plantation of saplings, Celebration of World Yoga Day, etc. In 2017, the Unit organized Seven-Day NSS camp, 'Jaivam 2017', Demonstration of Yoga Aasanas, Anti-Drug class, provision of groceries, medicines, clothes for the victims of flood. In 2018, the NSS organised 'Srishti-National conference on Disaster Resilience and Youth, Vanasurksha-Jala Suraksha, 'Studie Viaggio-an intercultural study programme in Punjab and Rajasthan, and Flash-mob on Hiroshima Day. In 2019, Meeting on National Integration Day, Seven-Day NSS Camp 'Suvarnam 2019', One-day workshop, Vimukthi', drug awareness class, International Yoga Day were organised. In 2020, NSS conducted a two-day certificate programme on Health and Diet, Online Gandhi Jayanti Celebrations, Celebration of the NSS day, Celebration of the 74th Independence Day, certificate program on Organic Farming, two-day certificate programme on Safe-Home Construction Methods, Aids Awareness Program 'Be Aware', and Phase one of 'Ponnomamaram project' - planting saplings.

A Financial Literacy Programme was organised by the College under Mahatma Gandhi Swayam Saktikaran Nutan Pariyojana (MGSSNP) of IQAC, in collaboration with NIIT- Foundation and Vodafone India Foundation. The Soft-Skill Development Club conducted an online survey named 'Happiness Survey' for the second year UG students of the College. The survey aimed at understanding the mental health of the students and their happiness level during the Covid-19 period. Webinars on Positive Thinking 'Leave a Legacy' and Stress Management were organized by Soft Skill Development Club. An online exhibition of Art and Craft Work was organized by Soft Skill Development Club. Women Development Cell of the College conducted a certificate programme on 'Adolescent Gender Equality During Lockdown' in association with MGSSNP. A certificate programme on 'Gender Equality and Legal Awareness' was conducted by MGSSNP in association with WDC. An online workshop on 'How to Become the Best Version of Ourselves' was conducted by WDC. Soap and Detergent making workshop and certificate programme was organized by MGSSNP in collaboration with WDC. A Cake Baking Workshop and

certificate programme was organized by MGSSNP in collaboration with WDC. An Ornament Making Workshop and certificate programme was also organized by MGSSNP in collaboration with WDC.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 44

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

2020-21	2019-20	2018-19	2017-18	2016-17
06	08	08	06	16

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes 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 at 3.4.3. above during last five years

Response: 150.13

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

2020-21	2019-20	2018-19	2017-18	2016-17
646	650	550	540	590

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 Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college has eight smart class rooms ICT enabled with LCD projectors to integrate technology in teaching with class room practices. The College has a Computer Lab with 60 systems to offer computer literacy and practical sessions, two servers for the smooth functioning of the office administration and library software. There is a server room for Enterprise Recourse Planning Software, KOHA Software, and for all internet connections on the campus. Departments are equipped with desktops, laptops, and intercom and internet facility. All classrooms are under CCTV camera surveillance. The college provides water filters and coolers on each floor for sufficient supply of safe drinking water.

The Administrative offices are located on the first floor of the Main Block. The office is computerised in order to ensure speedy processing of admission, payment of fees and similar services to students and teachers. It also functions as the information centre of the college. The front office is organised for providing information. The college has a main auditorium and seminar hall. The college hosted a regular study centre of IGNOU, offering various programmes promoting inclusive education. We have a fleet of four busses for the travel of staff and students coming from the remote hilly areas of the district.

The library of the College puts at the disposal of students a large repository of career guidance books, research journals and publications. The College provides reprographic facilities for the benefit of students and research scholars through the Library. The college has a well-furnished library with good number of books and e-resources.

The College runs a hostel for women (Dillingen Hostel), and provides residence for guests and teachers. The campus provides ample space for leisure and recreation too. A store is functioning on the campus for the provision of stationery and study materials for students. A Chapel/Prayer Hall is also arranged on the campus for prayer and meditation. The collage has separate rooms for IQAC, NSS, Counselling and Career Guidance, Women's Cell, Mini Cafeteria for students and staff members, Rest room for girls, and Placement Unit.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution recognises the need for holistic development of students and, hence, encourages sports, games, yoga and other fitness based activities. The college has a well established Physical Education wing which caters to the diverse needs of students in sports and athletics. Our students have won prizes; both at state level and university level; in cricket, chess competition and Kho-Kho competition. Apart from this, the college has developed teams for football and badminton. The college is having an athletics track. The college play ground is 4500 sq.m, sufficient for practicing Cricket, Football and all other items of sports. The cricket ground is having cricket net on 75 sq.m with matting and pitches for net practice. The college is also providing space for indoor games like Chess and Caroms. The Volleyball court of the college is 400 sq.m, and Badminton court is 150 sq.m. Yoga sessions are conducted for the students of the college. The college is also providing sporting equipment, kits and sportswear for the team members. The college has a Cultural Committee to promote cultural activities and public speaking skills of students. The cultural club frequently organises meetings, training and workshops to develop the taste and skill of students. We have JPM Post and JPM Beats Board for improving students' skills and talents and also conducts Arts Day, Sports Day, and College Day every year to felicitate the students who have performed well in the events. Important days such as Onam, Christmas and Kerala Piravi (state festival) are celebrated upholding the cultural heritage of the State. There is a beautiful open area in front of the college and this space is used for the conduct of cultural programs such as street plays and other promotional events. The college has a well-equipped auditorium with a large stage and a capacity to accommodate 1000 persons. The conference hall of the college has a capacity of 100 seats.

File Description	Document
Upload any additional information	View Document
Paste 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. (Data for the latest completed academic year)

Response: 25.81

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 47.28

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
106.897	16.594	78.584	157.866	73.432

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload 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 Basilius Central Library is located on the main campus with a total area of 500Sq.m and 8310 books. The library can accommodate 50 students at a time in its reading room. Library opens at 8am and closes at 6pm on all working days. It is opened during holidays also on a need-based manner. The library has separate reading room facility. The library has a wide repository of more than eight thousand books, National-International journals, magazines, Reference books, CDs and DVDs, previous year question papers, bound volumes of journals and periodicals and other e-resources. Specialized services provided by the library include OPAC facility, web OPAC facility, e-book reading facility through Kindle device, eNotes e-resource subscription, Subscription to NLIST programme, Audio library for the print disabled students, etc. Federation of the blind, Kerala state has provided the audio books in DAISY(Digital Accessible Information System) format. DAISY format is a means of creating digital talking books for people wish to hear and to navigate written material presented in an audible format. Daisy Talking Book Project comprises of three other software-NVDA (screen reader), AMIS (free-open-source software program that can be used to read DAISY books) and Audacity (digital audio editor and recording application software). It has a collection 186 books including short stories, novels, etc in Malayalam language.

The Library follows barcode enabled transactions. Wi-Fi facility is available in the library. To encourage e-reading habits of the students, Kindle device is made available for students. Through the leading e-resource NLIST, students and teachers can access more than 1,99,500 e-books and more than 6000 e-journals at any time. Another e-resource eNotes, has also been subscribed by the library which specialises in Question-and-Answer study materials in Literature and Humanities. eNotes provides more than 30000 book summaries, analyses and criticisms written by experts and short answer questions. The library is fully automated using KOHA software (20.05 on 25/11/2020) provided by Katipo Communication Limited.

ILMS Software KOHA

- Name of the ILMS Software: KOHA 20.05
- Nature of automation: Full
- Server version: Version 3
- Year of automation: 2016

Library Sections

- Library Stack area
- Circulation Counter
- DAISY-AUDIO Library for print disabled
- Reference Section
- Periodical section with reading room facility
- OPAC

Infrastructure of library

- High speed internet (100mbps) via OFC
- Two Barcode Reader
- Kindle Device
- Five Computers

Library Awards

Reader of the year Award

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

The College has a well-maintained collection of reference books and other knowledge resources. Total 415 reference books are available in the Library.

Archives

The Library have bound volumes of journals and popular magazines. Library provides university question paper collection (2013-2021) to students and teachers and it is made accessible through the library webpage.

CD/DVD Collection

The library has a total of 450 CDs and DVDs. The themes include computer applications, career and other general subjects.

Special Collection

- Special Collection on A.P.J Abdul Kalam - 30 books
- Career books (career guidance books, competitive exam helpers)- 131 books

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.01

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.72327	4.76955	1.25486	1.05263	1.27342

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

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 24.09

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

Response: 112

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college adopts best practices for sustainable implementation of all IT services. College provides computing and networking services such as desktop, laptop, Wi-Fi facilities, library and office. Appropriate standards are followed for selection, purchase, installation and maintenance of all computing and networking equipment. College provides sufficient education and training to users of all IT service. Users are well aware of the importance of internet security. Academic, administrative and admission processes are integrated with IT to make the process easier, efficient and transparent. The college frequently reviews the IT infrastructure as per the requirement of the time. The infrastructure strategies are developed as per the guidelines issued from time to time by the State Government and UGC. Software and hardware are upgraded regularly and on a demand basis. Students are encouraged to do online projects. The IT infrastructure of the college comprises of 60 computers. The library is automated using KOHA software provided by Katipo. The library of the college has e-Book and e-journal subscriptions. The college uses G-Suite facility for digital storage and online classes. Google classroom and Edmodo software are available for the faculties for effective course and content delivery.

College has a Website and active Social Media platforms like Facebook, Instagram, Twitter, and YouTube.

Google Meet and Google Classroom are used for the conduct of online classes during the pandemic period. Notes are circulated in WhatsApp also. Various extra-curricular and co-curricular activities are also

conducted online during the period. Online sessions were conducted by professors from universities abroad also. Teachers used to share notes, slides, PPTs, etc during the sessions on Google Meet and Google Classroom. With the support of the platforms, the college conducted all the five hours of class during all working days in the year 2020-21. Hours, if any, could not be engaged due to network problems were compensated during other days and included in the Weekly Performance Report to Principal.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 9.69

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 9.97

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

2020-21	2019-20	2018-19	2017-18	2016-17
31.71	22.22	17.62	8.79	14.69

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

The Institution is keen on maintaining the academic and support facilities with funds contributed by the Management. The college has its own gardener, security guards, one manual switch-over generator.

An IGNOU Study Centre is functioning in the College. The Department of Management and Tourism offers Certificate courses like (Diploma in Computerised Accounting and GST). The college website and the portal are maintained by a System Administrator. The college provides a well-furnished and well-maintained hostel for women.

The college has a mini cafeteria with store room run by a lady non-teaching staff of this college. We could provide homely food to students and faculty members of college and also this helps the lady to get a regular revenue. The college has an exclusive reprographic center attached to the main office of the college.

The college has three separate toilet areas (washrooms/rest rooms) for boys and girls in each block. Regular supply of adequate safe water is ensured on the campus. The Bursar of the college looks after its cleanliness and maintenance.

The college installed water purifiers in every block and are regularly maintained by the staff. The campus is kept spick and span round the year. Two cleaning staff clean and maintain the campus. The entire campus, classrooms and toilets are cleaned every day.

The garden and the lawn are mowed once in two months. Dustbins are placed in every nook and corner. Littering is not allowed.

One sanitary napkin incinerator each is attached to the washrooms of girls. Tri-coloured waste bins are used to segregate and manage waste.

Closed circuit cameras are installed for surveillance of campus. The solar-powered lamps light up the campus during night. Electrical and plumbing requirements are taken care of on a need-based manner. The furniture and fixtures are routinely checked by the staff and repaired during the summer vacation. Proper stock registers are maintained in the office.

The Library Advisory Committee takes decisions for the purchase of books and prepares the budget. The committee also fixes fees and fines in tune with the general policy guidelines of the college/university. The

whole library space is cleaned regularly and kept neat and tidy.

Departments report the need for books and journals to the Principal. Requiremnts of special nature are placed in the Library Committee and steps initiated for the purchase of the books as suggested by the Committee. Routine requiremets are sanctioned by the Principal based on the remarks of the Librarian. Efforts are being taken to minimise the procurement time.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

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 last five years

Response: 39.48

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
114	242	232	195	16

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 18.24

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
266	31	42	31	1

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 51.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
056	150	000	600	220

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 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View 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

5.2 Student Progression

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

Response: 7.37

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

2020-21	2019-20	2018-19	2017-18	2016-17
35	22	32	21	27

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 55.39

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 226

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

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 17.21

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	12	3	4	3

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	30	30	54	22

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 (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	1	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

The college ensures the active participation and leadership of students in its myriad of activities.

College Students' Union

Since, the college is affiliated to the Mahatma Gandhi University Kottayam, the college union is constituted based on the rules and regulations of the University. The Union takes leadership in coordinating and conducting various cultural and sports events. Meetings of the College Union are regularly held and suggestions implemented by the Principal. During the pandemic period election of union representatives has not been conducted as directed by the University. Class representatives were selected online and involvement of students in decision making and execution of events ensured.

Students' Council

Apart from that we have a student council comprising 80 students. Three representatives from each class constitute this body. These three representatives are elected on the basis of their aptitude in the field

of academics, arts and sports. The Students' Council plays a key role in the conduct of cultural activities in the college. They are under a staff advisor who monitors their activities. The feedback received from them helps in reviewing the policies of the institution.

Students Representation in Clubs and Associations

The college ensures students' representation in all clubs, associations, and organisations on the campus. The constitution of committees for the conduct of such clubs is published in the college handbook. There are about 25 different clubs like UNAI, Red Ribbon Club, NSS, Media Club, etc.

All the following clubs and associations have student representatives as members or leaders: -

- Women Development Cell
- Library Committee
- Department Associations
- Creative Writing Club
- Budding Teachers Club
- JPM Post – College News Letter Editorial Board etc.
- Media Club
- IQAC
- ED Club
- Red Ribben Club
- Nature Club
- Tourism Club
- Kovilmala-Tribal Kingdom organising committee

Students Engagement in the Coordination of Academic Fests

Students actively take part in the conduct of the academic fests like Fenster IT Fest, D'Commercio Commerce Fest, Lakshya Management Fest, Montage, Literary Fest, Explore India Tourism Fest etc. Students themselves have raised funds, prepared brochures and posters, and coordinated the entire events. In the year 2020-21 all departments in the college conducted national level intercollegiate fest online. The fests were planned, scheduled, and conducted by students.

Students Engagement in the observances of days of national, international and regional importance.

The institution ensures the students initiatives and their leadership in the observances of the days of significance with appropriate programmes. The students celebrated Teachers Day, Republic day, Law Day, Global Social Work day, National Martyrs Day, Onam, Christmas, etc in a befitting manner.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 14.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
41	08	02	21	01

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

5.4 Alumni Engagement

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

Response:

Registered Alumni Association

The college has a dynamic and vibrant alumni association that keeps track of the well-being and welfare of the students and act as an integral agency of student progression and feedback system. On 15th February 2020, a gathering of alumni was held and an ad-hoc executive committee formed. The Alumni Association is registered as a Society under the Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act with the name 'JPM ARTS AND SCIENCE COLLEGE ALUMNI ASSOCIATION' (JPMASCAA) IDK/TC/248/2020.

The official quarterly journal of the college, The JPM Post serves as a link between the alumni and the college. December 26 is fixed as the permanent date for annual gathering of alumni. The college is keen in acknowledging the achievements and contributions of alumni. All the seven departments of the college have their own alumni association also. Department associations work in collaboration with the college level alumni association. The Association has constituted the following endowments;

- Gems of JPM- Award of Excellence, a cash award of Rs. 2000/- each to three excellent students of the outgoing batch of every year.

- Endowment for the Topper of the First Semester BA English University examination (Rs. 1000/-).
- Endowment for the Topper of the First Semester B. Com CA University examination (Rs. 1000/-).
- Endowment for the Individual champions of Arts Festival (Rs. 1000/-each)

Alumni have contributed Rs. 63,700/- for the various academic welfare programmes of the college. Besides, the alumni are actively engaged in career guidance and coaching for competitive exams for the benefit of students. In 2018 Ms. Anju Jose, Assistant Sub Inspector CISF has led a career orientation programme and Ms. Precious Sebastian, University third rank holder in 2018 from the Department of Management addressed students and interacted with them on 19th September 2020. A series of alumni interaction sessions were conducted in 2020-21 academic year.

Alumni of the college have entered different walks of life across the globe. Some have become a part of government system in the country. Some are entrepreneurs, journalists, advocates, assistant professors and research scholars, school teachers, bank employees, or IT professionals. A good number of them have turned out to be farmers promoting the primary sector of the country. And there are also many women who have turned out to be excellent home makers building up strong family which is the corner stone of a dynamic society. Following is a list of prominent alumni of the college: -

1. Anju Jose: Assistant Sub-Inspector CISF (Delhi Metro)
2. Fr. Jis Kizhakkal CST: Naib Subedar (Religious Teacher) Indian Army
3. Justin Joseph: CRPF Assistant Commandant
4. Bimitha Joseph: Assistant Manager SBI Koottikal, Mundakkayam.
5. Jismon Joy: Founder of Kerala Curry powder and Lakshya Event Management Company
6. Amalu Shaji: Authored two books; 'Reading the Tales: A Study on Mannan Folk Myth' and 'Digi Modernism Configuring Literature and Society'.
7. Precious Sebastian: Audit Associate KPMG Info park Kochi
8. Jojo Joseph: Founder of Kattappanakkaran Social media Portal.
9. Alan Paulose: Manager Airport Operations at Indigo Bangalore.
10. Jaice John, Marketing Professional, Steadfast International Trading Company, Bahrain.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

MOTTO: 'LIGHTED TO ENLIGHTEN'

Vision

To be a locally relevant and globally acclaimed centre of holistic education; moulding the children of a largely marginalised region into self-reliant, responsible, morally upright, and socially committed citizens.

Mission

1. To impart quality education to the children of the largely marginalized, tribal, and migrant families.
2. To provide comprehensive training, enabling students to live and flourish in the digital world.
3. To conduct programmes promoting ethical values, self-esteem, responsibility, secularism, patriotism, and faith in God.
4. To accelerate inclusive education by providing higher education opportunities to the weaker sections and minority communities of the land-locked region.
5. To train and mentor students to realise and develop entrepreneurial skills, intellectual and physical capabilities with a view to promoting innovation.
6. To organise outreach programmes promoting gender sensitisation, emotional maturity, and social commitment.

The approach is participative management and democratic style of decision making. The Governing Body formulates policies of the college. The Governing Body consists of representatives of teachers and staff also. The Principal ensures that the policies are implemented with the support of the College Council. All important decisions in the conduct of the college and its activities are taken based on the recommendations of College Staff Council and IQAC.

The Council meets once in every month to evaluate the functioning of the institution and to take decisions on matters relating to academics and administration. The Council comprises of Principal, Vice Principal, Bursar, Heads of the departments, Office Superintendent and selected representatives from the staff. General Staff Meetings are also held at least once on a semester.

- Staff meetings held regularly and every member gets opportunity to express their views and to participate in the decision making process. The Manager of the college also attends the General Staff Meeting.
- The institution follows participative management by delegating authorities to Heads of the Departments and coordinators of clubs and associations. Representatives of staff and students are included in all clubs and committees. Students are entrusted as coordinators of various curricular/co-curricular activities of the college.
- The college provides Orientation Programmes for the new teachers and students at the onset of

every academic year to infuse in them the core values and objectives envisioned by the institution.

- NSS, NCC, Students' Union and other clubs organize several campus and community programmes to mould the students into socially responsible citizens.
- To promote sustainable development and preserve nature, the IQAC and NSS units initiate a cluster of activities such as Green Audit, Solar Panel, Well Recharging, Bamboo Garden, Planting and distribution of saplings, etc.
- Financial assistance/scholarships are given to needy students with a view to minimise drop-outs. The Scholarship Committee identifies the deserving students.
- The plans proposed by various committees/cells and IQAC are presented in the College Staff Council and it takes appropriate measures for effective implementation.
- To inspire the students and help them to follow high dreams and achieve better results in life, institution organises 'Conflux of High Fliers'.
- For an inclusive empowerment, we have the innovative practice 'Mahatma Gandhi Swayam Shakthikaran Nutan Pariyojana'.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Effective distribution of power is an integral part of any democratic institution for its smooth and regular functioning. For the systematic administration of the college, the active involvement and participation of teachers are ensured.

The power distribution is made possible through a system of decentralisation where the Principal delegates authority to the Heads of Departments and the Heads of the Departments delegate authority to the class teachers in the department. Further, Student's Council is also involved in the process of decision making. Functional autonomy is granted to all departments in the college. The Heads of Departments have full freedom in designing the activities of the department. The Head of Department convenes department-level meeting of teachers and allocates subjects. The time table for the classes is also prepared and approved by the Head. The teachers have freedom in using audio-visual equipments that are available in the department. Each teacher is at liberty to choose appropriated methods for the conduct of classes. The decentralised administration, prevailing in the department enhances the quality and efficiency of teaching. All decisions on matters of common interest are taken only after intense discussions in the department staff meeting. Each department organises its programmes in its own capacity making them entirely different from each other. Thus, active participation of teachers and students in the conduct of programmes is ensured.

Case study:

Subscription of N-List and work station in the library is the result of a collective effort taken by various

stakeholders. There was a shortage of E-resources and e-notes in the library. The students of II MA English submitted a letter to the Head of the Department requesting to provide E-resources in the library. The Students' Council also raised concerns and requested the IQAC to act upon the letter requesting subscription of E-resources. The letters forwarded by the IQAC and Head of the Department were placed in the Library Committee for consideration by the Principal. The Committee recommended to subscribe N-List and to develop work stations in the Library. The Principal presented the proposal in the College Council. The Council also recommended. As the implementation of the decision involves financial commitment, the proposal was submitted to the Governing Body with recommendation and the Governing Body decided to acquire the facilities urgently. As the first step N-List has been subscribed and a work station developed in the library for the access of E-resources.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college gives top priority to the sustenance and enhancement of quality in all its endeavors. Strategic plans have been developed through discussions with various stakeholders. They are implemented and reviewed through a multi-stage deliberations held in bodies such as Governing Body, College Staff Council, IQAC, and general staff meeting. The perspective plans focus upon infrastructural development, enhancement of quality in teaching-learning process, promotion of research, healthy practices, etc. A detailed perspective plan was prepared by the IQAC in January 2020 and it was presented before the Governing Body. It was subjected to a thorough examination by the Governing Body and was approved with slight modifications and additions. The construction of a new administration block, provision for pedestrian friendly pathways on the campus, rails and ramps for the differently abled, etc were the initiatives taken by the Management of the college. Tightening of security arrangements, provision for digital library, smart class rooms are the other initiatives of the Management. Most of the activities included in the perspective plan have been successfully implemented and the work on the rest of the activities is progressing. The administration and library block is nearing completion.

College Management System was successfully implemented in 2019. It functions as a centralized software unit in the College covering various areas such as Admission, Student information, Transport management, Attendance, Examinations, Fee payment, etc

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

The college has a well-arranged organisational structure under the Management of St. Joseph's province of CST Fathers, Aluva, Kerala. The Governing Body is the apex body with regard to matters like policy making. It consists of the Patron, Co-Patrons, the Manager, the Principal, representatives from the teaching and non-teaching staff, and other eminent personalities from outside. It frames strategic plans that can be adopted in the fields of infrastructural development, enhancement of quality in the teaching-learning process, promotion of research and other healthy practices.

- The quality policies are displayed on the website and put into action through the Governing Body and the College Council.
- The recruitment of the teachers is done on the basis of the HR Policy of the Management.
- The Principal is the facilitator executing the institutional policies with the assistance of the College Council.
- The quality enhancement and sustenance of the activities of the college is ensured by the Internal Quality Assurance Cell.
- The duties of the college office staff have been clearly delineated.
- There is a 3-tier grievance redressal forum for student's academic issues – The departmental level, the Examination Cell and then the college level grievance redress mechanism. For non-academic issues, it goes through the department, Ethics and Discipline Committee, College Council, and if needed, the Governing Body.
- Issues brought to the Grievance Redressal Cell are addressed in consultation with the concerned HoDs. At the appellate level, all unresolved issues are redressed by the Principal in consultation with the Ethics and Discipline Committee and College Council.

For employees, there is a 3-tier mechanism – first the HoD/ Office Superintendent, the Principal and then the Management. The grievances of teachers and laboratory assistants are resolved by the concerned HoD and next senior-most teacher. The grievance of other non-teaching staff is heard and decided by a committee consisting of Sr. Superintendent and Head Accountant. The unresolved issues, if any, are further looked into by a committee comprising of the Principal and the Manager. The HoD has the final say on all matters pertaining to the department. Decisions are made in consultation with teachers. The faculty advisor or tutor is the authority in each class.

The administration of the college is supported by a number of committees and cells like the IQAC, Building and maintenance Committee, Library Advisory Committee, Anti-Ragging Committee, Anti-sexual Harassment Cell, SC/ST monitoring Cell, Grievance Redressal Cell, Discipline Committee, Women

Development Cell, IPR Cell, Anti-Narcotic Cell, Placement Cell, etc.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The college provides the following welfare schemes for the teaching and non-teaching staff:

- **Provident Fund:** The teaching and non-teaching staff of the institution is covered under EPF Scheme. It is dependent on the year of the appointment.
- **Employees State Insurance:** The institute provides ESI to the teaching and non-teaching staff members and their families.
- **Career Advancement Schemes:** The institute allows faculties to go for higher studies and short-term courses with financial assistance.
- Faculty Improvement Schemes and Faculty Development Programmes
- The institute organises Faculty Development Programmes frequently for both teaching and non-teaching staff.
- Institute gives paid leave and sponsors faculty for attending FDP.

- **Transportation facility:** Institute provides free transportation facility for the teaching and non-teaching staff members.
- **Statutory Welfare Measures for Staff:** As the college staff, the Management ensures that they have some parity in terms of welfare measures. All teaching and non-teaching staff are entitled to paid sick leave (10days/year), and casual leaves (12 days).
- **One-day meditation:** All teaching and non-teaching staff attend a one-day meditation at the beginning of the academic year.
- **Celebrations:** Celebrations of regional and religious festivals at college add color to the life of the teaching and non-teaching staff. Christmas celebrations are often accompanied by gift exchange and lucky-draw.
- **Family day:** It is a platform for families of staff members to interact with each other and to cherish fellowship.
- **Financial support:** Financial assistance is provided to the staff to meet medical expenses in times of emergency
- **Annual tour program** is arranged for the teaching and non-teaching staff members
- **Library facilities:** Suggestions of teachers are duly considered while selecting and purchasing/subscribing books/journals for the college library. Separate Section for Teachers in the College Library.
- Reference Books can be borrowed for overnight reference by teachers
- Two-wheeler and Four-Wheeler driving classes are provided for the staff members
- Staff Rest Room
- Separate washrooms are provided in all blocks for teachers
- Separate vehicle parking facility is available for the staff members.
- Residential facility is available for lady staff in the women's hostel
- Computer and internet facility are provided in the department for use by teachers.
- Safe drinking water is provided to the staff and students.
- The college installed CCTV cameras for ensuring safety and security of staff and students on the campus.

File Description	Document
Upload any 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: 2.9

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	0	1	3

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	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: 4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
15	3	1	1	1

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 7.99

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

2020-21	2019-20	2018-19	2017-18	2016-17
20	3	0	0	0

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Institution has a systematic approach to performance appraisal of both teaching and non-teaching staff. This system being a corrective process offers opportunities to increase the threshold level of employees by identifying, analysing and overcoming problem areas, if any.

Teacher's Profile

- It covers the basic details about the teacher
- It also contains particulars about the multiple administrative, corporate, social and spiritual roles the person is involved in.
- It gives a summary of the conferences attended, books and papers published, invitations as resource person and other academic output
- This is verified and attested by the HoD and Principal
- Based on these parameters and personal interaction, the teacher is appraised and given suggestions. Promotions granted and other duties assigned based on the performance appraisal report.

Lesson Planner:

- It covers Work Dairy, Remedial Class assessment, Monthly Counselling schedule, Mentoring by faculties, Skill Development Programmes, Summary Report of certificate courses, Details of Workshops/Seminars/Conferences attended, Teaching Methodologies, usage of ICT, etc
- Lesson Planner records Awards/ Recognitions of students and Faculty members, documentary evidence for work projects, eminent person's lecture series, documentary evidence for Industrial Visit / Internships, Curriculum enrichment programme, research activities, proposal for inviting external faculty for curriculum enrichment, details of appointment as external examiner for every subject applicable / Practical/ Viva
- These are validated by the HOD and the Principal every week. These are also periodically checked by the Manager. Based on these, appropriate suggestions are given to the teachers.

Faculty Diary:

Faculty Diary is maintained by all teachers to record their academic activities as well as curricular and co-curricular activities.

- It covers Personal data of faculty members, details of semester-wise time table and courses taught, class teacher charge details including students' nominal roll, semester-wise academic plan
- It includes the Teacher Performance Record (TPR) which consists of five units.
- Details of workshops/ conferences/ seminars attended/ papers presented and talks given are also recorded
- Exam invigilation duty, details of Duty Leave (DL/OD) and details of other leave (CL, HPL, etc.) taken during respective year and number of Student Projects Monitored.

Annual Confidential Report:

The confidential reporting system is followed in the college. HODs prepare a confidential report in a prescribed format evaluating the academic performance of teachers highlighting their strengths and weakness. The Principal submits a confidential report on the performance of each teacher to the Manager every year. The Manager intervenes wherever corrective measures are needed.

Self-Appraisal form for non-teaching staff:

For non-teaching staff, performance appraisal is done by frequently interacting with them and monitoring the work done by them. The Principal and the Vice-Principal are in constant touch with them on each and every matter of day-today administration. Instant corrections and suggestions are made as and when a lacuna is noticed.

Duty Register of non-Teaching staff:

There is a duty register for the cleaning staff which is duly checked by the Principal.

Feedback Form:

The interventions made by the Principal and Manager on the **feedback** obtained from students and parents also help in improving the performance of the teachers.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts internal and external financial audits regularly.

The prime financial sources of the college include Tuition Fee collected from students, Development Grant from the Management, Grants and special funds from the PTA, Alumni, Endowments and Scholarships for the students, University Grant for NSS etc.

Financial Audit of all Funds

The institution conducts two levels of financial audit of funds regularly, internal and external audits.

- Audit by External Chartered Accountant: The accounts are audited by a Chartered Account at the closure of every financial year. The audit report issued by the auditor with utilisation certificate and all the accounts which have been approved are submitted before the Staff Council of the college and Governing Body.
- Internal Audit: The Internal Auditor, appointed by the Treasurer of CST Aluva in consultation with the Manager is entrusted to examine the effectiveness at all levels of management resources. It also examines whether the funds are utilised in compliance with established plans and policies

Audit Review Meeting and Settling Audit Objections

An audit review meeting is conducted at closure of every audit. In the Audit Review Meeting, Management, staff and the Audit Team considers the pros and cons of the accounts audited and adequate measures taken for settling audit objections, if any.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

As the college is owned and managed by a private educational agency, it has to find out its own means of income to meet the developmental needs and the maintenance cost of the Institution. JPM's Resource Mobilization Policy serves to realize different means of financial resources available for various programmes, for the efficient utilisation and management of funds. The policy facilitates to widen our resource base for the attainment of our long-term and short-term goals adhering to our strategic plan. The Following are the procedures for the efficient collection and utilisation of funds.

- The optimal utilisation of the funds shall be monitored by the College Governing Body.
- The Bursar in consultation with St. Joseph Province of CST Fathers shall be responsible for the allocation and management of funds ensuring transparency.
- The income and expenditure of the institution shall be in accordance with the Annual Budget prepared and approved by the Governing Body.
- The Internal and External auditors shall be appointed by the Manager of the college in consultation with the Provincial Council of the CST Fathers.
- The allocation and management of the funds shall be as per the recommendations of IQAC and College Staff Council.
- The institution provides funds for the infrastructure development and maintenance of the college facilities.
- The College Management shall provide financial support to organise seminars/workshops/invited talks/association activities/Faculty Development Programmes/Research and paper presentations for the academic and professional quality enhancement of the faculty.
- The Management shall provide funds for infrastructural development, construction and maintenance of building, purchase of equipment, computers, furniture, office automation, library infrastructure, ICT enabled classrooms and other such requirements as and when required.
- Funds shall be allocated by the Management for the sports and cultural activities of the students.
- Scholarships and other financial assistance may be provided to the deserving students by the College Management.
- The Management shall provide Provident Fund (PF) and Employee State Insurance (ESI) benefits to the staff appointed by the Management.

Financial Resources of our institution

- Tuition fee
- College Development fund from the Management:
- Alumni Contributions
- University funding for conduct of exams
- Contribution from teachers in case of special needs of teachers or students
- University grant for NSS
- Endowments and Scholarships to students
- Grants given to students from reserved communities: Funding/ Scholarships for SC/ ST/ OBC/OEC students for fees, study tours, laptops
- Contributions from PTA

Utilization of financial resources

- Tuition fee: utilised for direct expenses of the courses and the college.
- PTA funds: utilised for purchase of stationary, and fund for promotion of cultural and sports activities of the college. A share is utilised for departmental activities for the conduct of various

curricular, co-curricular activities including activities of the college students' council.

- College Development Fund: utilised for the development activities undertaken by the college. A share is also allocated for endowments and scholarships to deserving students.
- Alumni contributions: utilised for conducting department Fests, Sports events and other enrichment activities. Endowments and scholarships are also given from alumni contributions.

File Description	Document
Upload any additional information	View Document
Paste 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:

The enhancement and sustainability of quality in the delivery of educational services of the college is the prime motive of the college management. To ensure such quality the college has established an IQAC in the college. Since the establishment of the IQAC, substantial improvement has been observed in the quality of educational services provided by the institution. The IQAC gives necessary motivation and guidance to the teachers on what steps need to be taken in maintaining and enhancing quality. It also vets the academic priorities of the institution and monitors the implementation of the prioritised schemes. It also organises several seminars and workshops for the purpose of enriching and developing the personal resources of the faculty as well as students. The college has successfully implemented a programme known as 'induction programme' where newly admitted students are given a briefing on the history of the college, its vision and mission. It also sensitizes the students to remain focused to be result oriented, achievement oriented and to have only one aim one business one desire. The IQAC has made several interventions in enhancing quality in the educational services of the college.

1.JPM Teacher Empowerment Cell

JPM Teacher Empowerment Cell has been constituted to enhance the academic and technical quality of the teaching and non-teaching members of the institution. The JPM Teacher Empowerment Cell has since its inception conducted a number of successful programs for the academic growth and quality enhancement of the faculty members. The workshop on 'SWAYAM-an online education platform' conducted by the cell has enabled nearly eighty percentage of the teachers to enrol for various short term and refresher courses through SWAYAM Portal and the college is also registered as NPTEL-Local Chapter of SWAYAM. The cell has also conducted many state level workshops for the faculty members of the college. Awareness programmes are also arranged for the non-teaching members of the institution.

2. Weekly Department Performance Reports Analysis

IQAC has started an innovative practice of analyzing the weekly performance reports of all the

departments of the college since July 2020. This innovative practice proved successful for the effective conducting of the classes both online and offline during the pandemic times. All the department heads collect and send the details of the sessions engaged and issues faced by the teachers and students on every Monday on a weekly basis to the Principal. These reports for a month are collected and analyzed by the IQAC in its following month's meeting. The number of sessions not engaged or any major issues reported by the teachers are discussed in the IQAC meeting. The meeting on the analysis of reports suggests to compensate for the hours lost in the coming month and it is evaluated in the coming month. This method of systematic reporting enabled the timely conduct and completion of the syllabus during the pandemic times. This innovative practice ensured the smooth conduct of the classes for the students both in online and offline modes.

File Description	Document
Upload any additional information	View Document
Paste 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 and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC develops an integrated approach towards reviewing teaching learning process at periodic intervals. It takes the view that the purpose of education is not just imparting knowledge to the students; instead, it is to mould socially useful citizens of the country. The teachers and students are oriented in this direction. The IQAC has devised several mechanisms to review the effectiveness of the teaching learning process in the institution.

IQAC collects department semester plans at the beginning of the semester and monitors its effective implementation throughout the year. Teachers have to submit Lesson Planner every month so as to evaluate the progress in the delivery of curriculum in tune with the academic calendar. The course delivery mechanism is designed to achieve the CO & PSOs and ultimately the POs.

Teacher's Profile Record and Faculty Diary collected by the IQAC is a continuous self-appraisal system to track the performance of the faculty on desired outcomes.

Regularly, feedback on the effectiveness of delivery of course is taken from both parents and students. On the basis of the feedbacks collected, the management adopts appropriate policy changes and revitalises the academic community.

IQAC ensures proper conduct of internal examinations and has instituted a mechanism for ensuring transparency in evaluation, grading as well as in uploading of marks in the university portal.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The College is very keen on the desires, aspirations, abilities and professional skills of human resources as men and women, without any gender discrimination. Further, extensive efforts are taken into account for the communal and artistic factors involved in gender based exclusion and prejudice in the most diverse spheres of community and personal life.

The college shows gender sensitivity in providing varied facilities.

Safety and security of women

Security Personnel: Security personnel are appointed on the campus. For the girl's hostel, a full time warden is appointed.

CCTV Monitoring: Fifty three cameras are installed on the college premises which provide 24 hours' surveillance in order to observe the ongoing activities.

Grievance Redressal Committees

The college has committees to monitor and address the safety, security and social issues like Ragging, Sexual Harassment, other Complaints and Grievances.

Anti-ragging committee: Anti-ragging committee works effectively in our college

Anti-Sexual harassment committee: Anti-sexual harassment committee is formed to stop violence against women on the campus and outside.

Women Development Cell: Women students constitute more than 50 per cent of the total strength of the college. A Women Development Cell is working efficiently in our college. Women Development Cell conducted a certificate programme on 'Adolescent Gender Equality During Lockdown'. A certificate programme on 'Gender Equality and Legal Awareness' was also conducted by WDC. An online workshop on 'How to Become the Best Version of Ourselves' was conducted by WDC. Soap and Detergent making workshop and certificate programme was organized. A Cake Baking Workshop, and Ornament Making Workshop were also conducted by WDC. A YouTube channel has been made available for the students under the auspices of the Women Development Cell. The Women's Day celebrated every year gives girl students an opportunity to exhibit their artistic talents.

College Discipline Committee: The college has a campus discipline committee for campus supervision during the working hours.

The college organises seminars and special talks on a regular basis in order to enlighten students on social

values such as gender equality, gender sensitivity women safety, dowry, women's health and cybercrime and cyber security

Counselling:

The college provides academic, stress related and personal counseling and guidance to male and female students. It works towards developing their personality and self-esteem and also aims at resolving all issues related to the students. Through this committee, the college organises programmes like pre-marriage counselling, women empowerment, self- defense, etc.

Mentor-Mentee:

The issues of the students are regularly monitored by the mentors appointed for definite group of students. The mentor interacts and supports the assigned mentees in resolving all their academic, personal and stress related problems and issues.

Common Room:

College has given separate washroom, common room and sick room for girls. Girl's common rooms are equipped with facilities like first aid box, sanitary napkins and other necessary facilities for use by women.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy**
- 2.Biogas plant**
- 3.Wheeling to the Grid**
- 4.Sensor-based energy conservation**
- 5. Use of LED bulbs/ power efficient equipment**

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

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

Solid waste management: The waste generated in the campus includes wrappers, glass, metals, paper, plastics, etc. Old newspapers, used papers and journal files, workshop scrap etc. are given for recycling to external agencies such as Kanchiyar Grama Panchayat. Glass, metals, plastic and other non-biodegradable wastes are collected by external agencies (Kanchiyar Grama Panchayat) where they are segregated and disposed/ recycled according to the nature of the waste. Leaf litter is allowed to decompose systematically over a period of time to be used as manure for the gardens in the institute. Apart from dry solid waste, the campus generates an average of 30 kgs of organic waste per day and 200 kgs of processed food waste per day from canteens which is used as slurries for organic farming. Sanitary Napkin Incinerators have been installed in the girls' hostels to facilitate disposal of sanitary napkins in an environment-friendly way.

Liquid waste management: The liquid wastes generated in the campus include sewage and canteen effluent waste. The above waste is collected through well-constructed drainage systems leading to the closed collection tanks.

E-waste management: Electronic goods are put to optimum use; the minor repairs are set right by the teaching staff; and the major repairs are handled by the Technical Assistant and are reused. The waste compact discs and other disposable non-hazardous items are used by students for decoration during college fests as a creative means of showcasing the waste management practice that has been induced in the minds of the students. The equipment which cannot be refurbished for re-use is dismantled and remanufactured into raw materials (i.e. metals, plastics, glass) is marketed outside campus to dealers of e-scrap and e-waste.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

JPM College is all inclusive in its approach not only to its environment but also to the cultural, communal and socio-economic environment in which it finds itself. The college is a hub of cultural and social diversity where students from varied backdrops harmoniously engage in academic and extra-curricular

activities. The college has adopted a policy of inclusiveness accepting students from all communities and do not privilege any religion, caste or class and function on the basis of perfect equality and abiding tolerance.

Inclusiveness and Tolerance

- The College has adopted a policy of inclusiveness and functions on the basis of perfect equality and abiding tolerance and take efforts in providing tolerance and harmony towards various cultural, regional, linguistic, socio-economic and other diversities
- The College is a cross-section of the multicultural society which approves and accepts all sorts of social and cultural diversities.
- The College does not privilege or discriminate anyone on the basis of class, religion or caste.

Harmony and Amity

- The College assures a harmonious existence of students from diverse regions, classes, religions, castes, and social and cultural backdrops.
- Students from all communities live together in amity and harmony.
- The College adheres to the anti-ragging and anti-harassment policy as per the Kerala Prohibition of Ragging Act, 1998. The College has an Anti-Ragging Committee and an Anti-Ragging Squad to ensure harmony in the College.

Imparting the message of oneness through celebrating various festivals

The college celebrates festivals of all communities. There are no regional and religious differences in celebrating festivals like Onam, Christmas, Kerala Piravi, Ramadan etc.

Catering to the needs of the local community.

The college being situated in a rural area, it caters to the needs of the community and provides it with necessary information to face their livelihood challenges. The following initiatives were taken in this regard:

- Organizes medical camps in collaboration with the local PHC.
- Hearing aids were provided to people with hearing disabilities.
- With regard to the environment, the college, practices organic farming in its premises. It is giving training to farmers and housewives in organic farming.
- The NCC and NSS units of the college regularly organise different programmes to uphold values of social inclusion, cultural harmony and national integration. They build houses for the economically backward families, cleaning activities, planting and distribution of tree saplings etc.
- Students participated in the afforestation activities of the Forest Department.
- During the 2018 floods, students of the College visited the flood affected areas and provided the people with kits containing food and clothing. They also helped in the rehabilitation processes of the victims of the flood.

Kovilmala Tribal Village – A new initiative

The crowning glory of the College is the adoption of the Tribal village of Kovilmala. In order to inculcate

social and humanitarian values among the students, the college has adopted the tribal village. The college is doing all the possible activities for the upliftment of the tribal community there.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The College is a role model for best governance and democracy. Not only the students and employees but every citizen of the Kanchiyar Grama Panchayat respects the institution for its contribution to the social development. Our institution conducts a number of programmes covering areas such as civil liberty, rights and duties of citizens. Many of our teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college. National Anthem is played on every working day at 3:20 pm. The college has been recognised as a participating institute under the Unnat Bharat Abhiyan project of the Govt. of India. The college has identified five Grama Panchayats in Idukki District for developmental activities under the project.

The College has introduced a lot of social responsibility activities in association with NSS, NCC, UNAI, WDC, etc. Activities such as Road cleaning, Market cleaning, distribution of food packets to old age homes, construction of houses for the poor, Bamboo Forest on the campus, Orientation on Organic Farming, Gender Justice seminars and workshops, Honouring Health Workers and Police Officers, etc have been organised under the auspices different clubs and associations.

The students of the college showed their mettle during the 2019 floods. A series of relief activities have been undertaken by the students. Students of the college under the leadership of teachers helped the flood victims by collecting and supplying provisions, clothes, clean drinking water and medicines. They also participated in the post flood rehabilitation programmes by cleaning houses of people in the village.

The college organized various seminars and workshops on Fundamental Rights and Duties of citizens., Road safety, Aids Awareness, Cyber Awareness, Consumer Awareness, Cancer Awareness, Business Ethics and Values, Rights of women, and Anti-Drug Awareness.

A lot of celebrations and contests were conducted to promote constitutional values and awareness about the rights, duties and responsibilities of citizens. Various competitions such as photography contest on Human Rights Day, Quiz on Hiroshima Day, Collage Competition on World Peace Day, Cartoon Competition on International Poverty Day and Pencil Drawing Competition on Youth Day were conducted to promote brotherhood and love for nation.

In order to promote constitutional values, the college celebrates Independence Day; Republic Day, Yoga Day, World Environment Day, Gandhi Jayanthi, National Integration Day, and Teachers Day.

The Women Development Cell organises programmes promoting gender justice Under the auspices of MGSSNP and in collaboration with WDC the college conducts several certificate programmes and workshops on areas such as Cake Making, Mask Making, Farming, Driving, Safe Cooking methods, Healthy Beautician Practices, etc with a view to uphold the dignity of labour. The college has adopted the tribal village, 'Kovilmala', in Kanchiyar Grama Panchayat and initiated an Innovative Practice known as New India-Kovilmala Tribal Kingdom: An Integrating Mission of JPM'. Students played a significant role in renovating the pond in the village and installing water pump for the supply of drinking water for the households of the tribal village.

File Description	Document
Link for any other relevant information	View Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

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

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college is committed to provide holistic education and ethical formation of students. The college organises cultural programmes on national festival days and celebrates the anniversaries of national leaders and freedom fighters. The institution celebrates the following days: -

June 5: Environment Day: World environment day is observed on 5th June every year, with a view to developing a sense of accountability and responsibility towards nature and its resources. The NSS unit of the college conducted an awareness campaign and planted saplings on the college campus as part of its project, 'Ponnomanamaram'.

June 21: Yoga Day: International Yoga Day was observed on 21st June. An awareness programme on Healthy Life Style was organized by the college NSS unit.

June 26: Anti-Drugs Day: On Anti-Drugs Day, the college conducted an awareness programme for students on the adverse impact of drugs and alcohol on youth in collaboration with Police Department. Our college is an associating institution of 'Vimukthi' - anti-drugs wing of the Police Department.

August 15: Independence Day: Independence Day is celebrated with flag hoisting and independence message. Considering the extraordinary service rendered during the Covid-19 period, the health workers were honoured on the occasion.

August 19: World Photography Day: World Photography Day was celebrated on August 19 and a programme called 'Focus & Clicks' - a contest entitled 'CAM ERA 2020' conducted.

September 5: Teachers Day: The birthday of Dr. S. Radhakrishnan which is celebrated as Teachers' Day was observed in the college with great enthusiasm. Students organised online programmes during the pandemic period to honour their teachers. Teachers also actively participated in the events.

September 21 International Day of Peace: As part of observing the International Day of Peace, the college conducted a painting competition for its students on the theme '**Let Peace Prevail in the World**'.

October 2: Gandhijayanthi: Gandhijayanthi is celebrated on October 02 every year. The NSS unit of the college organized an elocution competition for the students on the topic 'Be the Change'. The NSS volunteers cleaned the main road and the premises of the college. Sramadaan programmes have been conducted every year on the Day.

October 16: World Food Day: On World Food Day, a presentation competition on the theme "Food for Healthy Tomorrow" was conducted for staff and students of the college.

December 1: World AIDS Day: On December 1, World AIDS Day, the Red Ribbon Club of the college conducted online an Awareness Programme for the students.

January 26: Republic Day: On the Republic Day, an Online Quiz competition was conducted on the topic "The Constitution of India".

February 11: Safer Internet Day: Safer Internet Day was observed by organizing a trolling competition on the topic "Together Against Cyber Bullying and Cyber Crime".

March 8: International Women's Day: International Women's Day was celebrated on March 8. A

seminar on “Women Empowerment” was conducted on the Day.

Department-wise events were also conducted to commemorate important days.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for any other relevant information	View Document

7.2 Best Practices

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

Response:

Best Practice - I

Title of the Practice

Conflux of High-fliers: Unveiling the Journey of Life Inspiring Generations

Objectives of the Practice

- To help students to set SMART goals
- To help students to set high dreams in their life.
- To motivate students to work hard.
- To inculcate self-motivation among students
- To improve the confidence level of the students.
- To make students hopeful even among the pandemic situations and natural calamities
- To study the ambition of students changed during the course of study
- To encourage students study well and secure good results
- To provide international exposure to students
- To improve the employability of the students
- To organise campus placement
- To enable students to make positive/realistic decisions based on great achiever’s life experience

The Context

Studies highlight that ambition, innate abilities and talents, proper education, and hard work as the most important factors that determine success in life. High dreams motivate students to achieve higher levels of performance. Motivation is the process that initiates, guides, and maintains goal-oriented behaviours. Self-

motivation is the force that drives students to study well.

Failure and survival in the success stories of individuals are very effective in inspiring students and leading them to new horizons of life. It helps them to take pearned decisions on career ambitions. Success stories of eminent personalities in different walks of life will help them to develop strategies to tide over the hurdles and difficulties in their lives. Conflux of High-fliers is a confluence of successful persons from different walks of life sharing their life experiences from childhood to their present stage of growth specifying the method by which they overcame the hurdles in their lives. The unveiling of their life's journey in front of the students will improve the confidence level of the students, particularly the confidence level of those hailing from the families of the migrant farmers of the land-locked High Ranges.

The Practice

- Conduct of an ambition Survey among students to record the current set of ambitions of students.
- Conduct of a series of sessions of success stories of eminent personalities from different walks of life, as different editions of Conflux of High-fliers.
- Conduct of a second ambition survey towards the end of the academic year after the different series of editions of Conflux of High-fliers to record the changed ambition level of students.
- As part of the Practice, every Department is required to prepare a list of successful persons in the area of study that concerns the department and to conduct different editions of Conflux of High-fliers. It is also proposed to identify a motivational mentor for each department to keep students and teachers updated with the current developments in the job market as well as in the area of the discipline concerned.

Evidence of Success

- Students ambition level has changed dramatically after the conduct of different sessions of the Conflux of High Fliers.
- Number of students registering for public examinations and eligibility tests have improved.
- Number of students participating in campus placements have improved. Every Department has a unit known as "Cell to Excel". The participation of students in "Cell to Excel" has improved considerably after the introduction of Conflux of High fliers.

Problems Encountered and Resources Required

- The number of students who can attend the programme is limited to 250 on Google Meet. The problem was resolved by live streaming of the sessions on YouTube.
- A small percentage of students found difficult to follow the sessions. It was overcome by identifying resource persons who could conduct the sessions by-lingually.

Best Practice - II

Title of the Practice

Mahatma Gandhi Swayam Shakhikaran Nutan Pariyojana (MGSSNP)

Objectives of the Practice

- To conduct value-added programmes for students and certificate programmes/workshops, etc. for students, parents, teachers, and public.
- To empower the family members of the students who are supposed to support the student in her/his higher studies.
- To enhance the employability of the students and their parents.
- To promote awareness about financial planning, cost saving methods, resource rationing, environment protection, organic farming, crisis management, disaster management, etc among students and the marginalised farmers of the landlocked High Ranges.
- To give support and guidance to people to make rational/realistic decisions based on their genuine needs and capabilities.
- To conduct programmes with a view to enhancing the income earning capacity of the people who are supposed to support the students in their higher studies.
- To help the students meet real-life situations and to bridge the gaps in their creativity.
- To conduct programmes for disadvantaged communities as well as undertake gender justice projects/programmes.
- To undertake such other programmes, projects, courses, seminars, workshops, field works, etc. that promote the welfare of the learners and their families.

The Context

One of the missions of Mahatma Gandhi, the father of our nation, was the self-empowerment of the people of India. Empowering the individual to take control, to function and to lead fulfilling lives was one of his aims. By transforming the individual, Gandhiji believed that not only communities and villages but the whole nation could be made self-reliant. This holistic programme; MGSSNP; includes a set of measures designed to empower and enable the individual learners, her/his family, as well as the community to an increased degree of autonomy and self-reliance.

The Practice

- Certificate programmes in (a) fashion designing, (b) embroidery, and (c) mask designing.
- Certificate programmes in (a) candle making, and (b) soap making.
- Certificate programme in healthy practices in beautician services.
- Certificate programmes in (a) cookery (b) cake baking, (c) healthy cooking practices.
- Certificate programmes in (a) poster designing, (b) animation, and (c) PPT.
- UGC NET/JRF coaching program for students and staff.
- JPM Teacher Empowerment Programme.
- Conduct of a driving school in collaboration with NSS unit of the college.
- Certificate programme in communication skill for job interview.
- Certificate programs in (a) organic farming, (b) safe home construction, (c) low-cost home construction, (d) financial plans and schemes suitable for farmers of High Ranges, etc.
- To conduct seminar/workshop for students and parents from disadvantaged communities.
- Certificate programme/workshop for mother of girl students on 'Gender Awareness and Justice.'
- Diploma in Computerised Accounting as a value-added programme.
- Diploma programmes in Data Analysis and Logistics.
- Certificate programme in Banking Literacy and Safety Measures for Electronic Banking for students, parents and the public.

- Certificate programmes in Financial Literacy.
- Certificate programme in Anchoring and Toastmaster.
- Workshop on 'Gender Sensitisation and Justice during Lockdown' targeting the mothers of girl students.
- Institution of a Poor Student Aid Fund.

Evidence of Success

- So far Nineteen Programmes have been conducted and hundreds of parents participated.
- Students and family members show increased enthusiasm in attending programmes.
- No major issues relating to girl students reported during the lockdown period.

Problems Encountered and Resources Required

- Conduct of programmes during day time or during work hours ensuring participation of parents was difficult. Programmes were rescheduled and conducted during evening after 5pm.
- It was difficult to ensure participation of family members in the programmes. Resolved by including video interactive sessions in every programme.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The college envisions transformation of the children of a largely marginalised region into self-reliant citizens of India. This motto has been well reflected in our Vision. “The New India-Kovilmala Tribal Kingdom: An Integrating Mission of JPM” is a distinctive project designed and implemented by the college for the uplift of a tribal community. The programme was launched in the academic year 2020-21 as an attempt to consider the local community which is yet to be developed in to a civilization capable of merging into the 'New India' as envisioned by the Govt of India. A memorandum of understanding was executed between the college and the Kovilmala Tribal Kingdom.

Kovilmala, locally known as Kozhimala (the hill of hen), is a tribal settlement and a small village in the district of Idukki, Kerala state. It is the only existing tribal kingdom in South India which falls under the Kanchiyar Panchayath of Idukki Taluk. The college is situated in the Panchayat. The inhabitants of Kovilmala are more of one of the Scheduled Tribes in India, Mannan Community. Kovilmala Tribal Kingdom has many unique features and a rich history. They have lived for centuries in the forest and hilly

regions. It possesses a treasure of mythology and distinctive cultural identity. But the reality of the backwardness of the village is a pertinent issue.

The college has been in close association with Kovilmala geographically and sociologically. Kovilmala is only 5 kilometers away from the college. From the establishment of the college onwards, the children from Kovilamala largely depend on this college for their higher education.

The objectives of the distinctive project include; (i) to educate the children of Kovilmala with special focus on reducing drop-out ratio during early school studies, (ii) to give formation in the basic qualities of life such as personal hygiene and healthy socialisation, discipline etc., (iii) to support the studies of the children by providing special classes on the basics of Science, Mathematics, English, etc., (iv) to ensure the availability of the drinking water in the locality, and (v) to promote holistic development of the village.

As part of the programme, we have distributed groceries worth Rs.25,000/- on 9 November 2020 in order to support the tribal community during the covid pandemic period. The college extended a helping hand to the community by renovating a pond, which is the only source of drinking water for the village. The renovated pond and water supply scheme was inaugurated on 01 January 2021 by the Kovilmala King, H.H. Raman Rajamannan in the presence staff, students, and public. The cost of the project was Rs. 1,25,000/- Morethan 80 families get drinking water from this water supply project.

The project also aims at providing online classes for the LP School students in the village in order to orient them in the best use of technologies. It also aims at constructing an open stage in the village with the permission of Forest Department. The traditional culture and arts of the people in the village will be staged and video recordings will be telecast on YouTube. The income, if any, generated from the YouTube will be handed over to the Kingdom as provided in the MoU for welfare activities at the village. As envisioned in the MoU, the MSW students of the college selected this village for rendering community service and to do their projects.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

The college started functioning as an affiliated unaided college under Mahatma Gandhi University in the year 2008, offering 3 under graduate programmes. Presently the college offers eight UG and five PG programmes accommodating more than 1100 students. The college is situated in Kanchiyar Grama Panchayat in Idukki district.

The place has a vast cardomon and pepper plantations. Anchuruli, one of the famous tourist spots in Idukki is located in Kanchiyar Panchayath. Kanchiyar is inhabited by the tribal community Mannan. The Mannan community has unique culture and rituals. They have a kingdom at Kovilmala (Kozhimala) with an elected tribal king. This community is the only tribal community in Kerala that has a king, and one of the only two such tribes in India. Eight schools are functioning in the Panchayat area. JPM Arts and Science College is the only higher education institution. The college is only 5 KM away from the tribal village and is accessible to the marginalised people of the community. The college has recently launched a best practice known as 'New India-Kovilmala: An Integrating Mission of JPM' for the uplift of the tribal community and attracting them to the college for higher studies.

Idukki district, especially the hilly areas of Idukki is popularly known as highrange. In general we can call the upland places which are above 600 meter as Highrange. Based on this concept all parts of Devikulam, Udumbanchola, Peermade, and Idukki taluks are included in the Highrange region. The college is situated in the Idukki Taluk. This tract includes large and thick tropical forests and mountain peaks making the it land-locked. Frequent natural calamities and disasters is an added bane of the region. The geographical barriers and natural disasters prevent children of the region from moving to cities in and outside Kerala for higher education. The social backwardness and poverty add fuel to the fire. JPM Arts and Science College is the only avenue of higher education for these children. Though means are limited, the college is striving hard to materialise its vision of providing holistic education to the children of the largely marginalised region.

Concluding Remarks :

NEP 2020 aims to ensure that no child loses any opportunity to learn and excel because of the circumstances of birth or background. Special emphasis will be given on socially and economically disadvantaged groups (SEDGs) which include gender, socio-cultural, and geographical identities and disabilities. The Policy envisages setting up of Gender Inclusion Fund and also Special Education Zones for disadvantaged regions and groups.

The Tribal Mannan Settlement in Kanchiyar Grama Panchayat is a socially and economically disadvantaged group. The migrant farmers in the land-locked High Ranges where this college is situated are geographically and economically disadvantaged and disabled. The Special Education Zone for disadvantaged regions, as envisaged in the NEP 2020, is highly suitable and relevant for the Kanchiyar region. As the only higher education institution in the region, JPM Arts and Science College is preparing itself to take a leading role in establishing such a Special Education Zone for the region.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : Edited because nomination letter indicating membership in BOS is not provided</p>																														
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>526</td> <td>433</td> <td>453</td> <td>453</td> <td>453</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>526</td> <td>480</td> <td>453</td> <td>453</td> <td>453</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17						2020-21	2019-20	2018-19	2017-18	2016-17	526	433	453	453	453	2020-21	2019-20	2018-19	2017-18	2016-17	526	480	453	453	453
2020-21	2019-20	2018-19	2017-18	2016-17																											
2020-21	2019-20	2018-19	2017-18	2016-17																											
526	433	453	453	453																											
2020-21	2019-20	2018-19	2017-18	2016-17																											
526	480	453	453	453																											
2.1.2	<p>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>57</td> <td>49</td> <td>31</td> <td>34</td> <td>30</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	57	49	31	34	30	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																											
57	49	31	34	30																											
2020-21	2019-20	2018-19	2017-18	2016-17																											

40	31	28	29	30
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2.4.3 **Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

2.4.3.1. **Total experience of full-time teachers**

Answer before DVV Verification : 271.1

Answer after DVV Verification: 263.5

Remark : Edited as per document provided

2.6.3 **Average pass percentage of Students during last five years**

2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
314	255	269	242	169

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
186	258	282	246	182

2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
408	419	386	342	315

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
321	419	385	345	315

Remark : Edited as per document provided

3.3.1 **Number of Ph.Ds registered per eligible teacher during the last five years**

3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 3

Answer after DVV Verification: 3

3.3.1.2. **Number of teachers recognized as guides during the last five years**

Answer before DVV Verification : 3

Answer after DVV Verification: 1

Remark : Observation accepted

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27	3	7	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	5	00	1

Remark : Edited because papers published in UGC care list/Scopus/Web of Science are only considered

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	4	1	2	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.4.3 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	10	10	7	18

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
06	08	08	06	16

Remark : Edited excluding Yoga day, Independence day etc.

3.4.4 **Average percentage of students participating in extension activities at 3.4.3. above during last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
761	750	650	650	640

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
646	650	550	540	590

Remark : Edited as per metric 3.4.2

3.5.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student**

exchange/ internship year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	7	9	3	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	1	5	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

Remark : Edited because not a single MOU with Institutions, other universities, industries etc.

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
106.897	16.719	78.584	150.306	73.432

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
106.897	16.594	78.584	157.866	73.432

Remark : Edited as per data provided

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-

journals during the last five years (INR in Lakhs)**4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.72327	4.76955	1.27801	1.05263	1.27342

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.72327	4.76955	1.25486	1.05263	1.27342

Remark : Edited as per balance sheet

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years**5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
182	242	232	190	16

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
114	242	232	195	16

Remark : Edited as per Document provided

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
173	30	103	60	32

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
266	31	42	31	1

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1120	150	590	850	520

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
056	150	000	600	220

Remark : Edited as per Data provided by HEI

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	12	3	5	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	12	3	4	3

5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural

activities at inter-university/state/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 university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	0	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	1	0	0

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
250	20	25	21	20

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
41	08	02	21	01

Remark : Edited because HEI splits sports day & Cultural day in number of activities

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	15	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20	3	0	0	0

7.1.6 **Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>1120</td> <td>1132</td> <td>1126</td> <td>1053</td> <td>956</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>407</td> <td>392</td> <td>415</td> <td>412</td> <td>363</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1120	1132	1126	1053	956	2020-21	2019-20	2018-19	2017-18	2016-17	407	392	415	412	363
2020-21	2019-20	2018-19	2017-18	2016-17																	
1120	1132	1126	1053	956																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
407	392	415	412	363																	
1.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>115</td> <td>78</td> <td>81</td> <td>81</td> <td>81</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>105</td> <td>86</td> <td>90</td> <td>90</td> <td>90</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	115	78	81	81	81	2020-21	2019-20	2018-19	2017-18	2016-17	105	86	90	90	90
2020-21	2019-20	2018-19	2017-18	2016-17																	
115	78	81	81	81																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
105	86	90	90	90																	
2.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>171.46</td> <td>269.04</td> <td>218.12</td> <td>193.74</td> <td>204.09</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	171.46	269.04	218.12	193.74	204.09										
2020-21	2019-20	2018-19	2017-18	2016-17																	
171.46	269.04	218.12	193.74	204.09																	

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
157.19	253.41	204.14	183.62	196.38

2.3

Number of Computers

Answer before DVV Verification : 60

Answer after DVV Verification : 42

NAAC