YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	SAFI Institute of Advanced Study
• Name of the Head of the institution	Prof. E.P. Imbichikoya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04832880010
• Mobile no	9446253099
• Registered e-mail	principal@sias.edu.in
• Alternate e-mail	principal@siasindia.org
• Address	Rasiya Nagar, Vazhayur east PO, via ramanattukara, malapuram, kerala
• City/Town	Malapuram
• State/UT	Kerala
• Pin Code	673633
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**University of Calicut**
• Name of the IQAC Coordinator	**Dr. P. Servin Wesley**
• Phone No.	**9976441595**
• Alternate phone No.	**9495992839**
• Mobile	**9976441595**
• IQAC e-mail address	**iqac@sias.edu.in**
• Alternate Email address	**iqac@siasindia.org**

3.Website address (Web link of the AQAR (Previous Academic Year)	
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://sias.edu.in/iqac/index.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A++**	**3.54**	**2023**	**17/01/2023**	**16/01/2028**

6.Date of Establishment of IQAC	**13/07/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**UBA**	**Central Government of India**	**2023**	**50000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• Organized International Faculty Development Program (FDP). • Integration of new Learning Management System (LMS) in the ERP. • Introduction of CO-PO mapping for OBE attainment evaluation using ERP. • Signed international MoU for enhancing teaching-learning process. • Applied for Autonomy status as per the directions of NAAC Peer team.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Digitalization of Administrative (Academic) process	**Transparency in Student affairs like Attendance/ Assessment/ Grievance**

13.Whether the AQAR was placed before statutory body?	**Yes**
• Name of the statutory body	

Name	Date of meeting(s)
EXECUTIVE COMMITTEE	**07/02/2024**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	01/03/2024

15.Multidisciplinary / interdisciplinary

Our institution is dedicated to offering comprehensive and interdisciplinary skills to students by encouraging them to select courses from various fields based on their interests, thereby fostering flexibility. Moreover, our affiliated University structures programs to allow students the utmost freedom in choosing elective courses from different departments. This aligns with the proactive approach of the University towards realizing the recommendations outlined in the NEP. Through seminars and webinars, our institute actively raises awareness about the integration of NEP principles within Higher Education Institutions.

16.Academic bank of credits (ABC):

The institution's readiness to implement the Academic Bank of Credits hinges on adhering to the directives of both the affiliating university and the Higher Education Department of Kerala State. To achieve this, the institution needs to attain official membership status with the National Academic Depository, a government initiative aimed at establishing an online repository for all academic accolades as part of the Digital India Programme. This membership facilitates seamless academic mobility for students. Furthermore, the institution's programs are structured around a choice-based credit system, streamlining the implementation process.

17.Skill development:

The institution conducts skill enhancement programs encompassing both soft skill development and life skill enrichment activities. Through a partnership with ASAP (The Additional Skill Acquisition Programme), an initiative of the Higher Education Department, Government of Kerala, the institution offers "Employability Escalation Sessions" and "Skill Enhancement Programmes" to students across disciplines, aiming to nurture virtuous entrepreneurs and talents for the betterment of the nation. Additionally, the institution has established two international Memorandums of Understanding (MoUs) with the International Skill Development Corporation (ISDC), based in London, United Kingdom. These agreements facilitate the provision of B.Com with Advanced Diploma in Accounting and Business from ACCA, UK (Association of Chartered Certified Accountants), as well as US CMA (Certified Management

Accountant) courses awarded by IMA (Institute of Management Accountants), benefiting both B.Com and M.Com students of our institute and enhancing their professional skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The University, with which the institution is affiliated, advocates for the study of Indian languages such as Sanskrit, Hindi, and Malayalam as integral components of the curriculum. Courses like history and political economy are included to foster a sense of national integration, appreciation for art and culture, and civic responsibility among students. The institution actively incorporates and promotes the exploration of literature, regional languages, history, art, and culture through various activities like discussions, debates, field trips, heritage visits, interactions with freedom fighters, and commemorating national significance days. Students actively participate in traditional art forms during university-level cultural festivals, proudly representing our institution. Furthermore, the institution has forged a Memorandum of Understanding with the Mahakavi Moyin Kutty Vaidyar Mappila Kala Academy (Government of Kerala), in Malappuram District, Kerala, to encourage and nurture traditional culture and arts among students. Faculty members of our institution are involved in publishing literary works focusing on local art, history, and literature. Students are encouraged to pursue online courses through platforms like SWAYAM-NPTEL and other Massive Open Online Course (MOOC) platforms, which integrate Indian knowledge systems, art, culture, history, and languages.

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

Our institution offers 12 undergraduate (UG) and 6 postgraduate (PG) programs based on Outcome-Based Education (OBE), designed by the University of Calicut to meet both regional and global demands. The university has integrated OBE with clearly defined Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO). These courses emphasize cognitive abilities, domain-specific skills, and foster social responsiveness and entrepreneurial skills, enabling students to actively contribute to economic, environmental, and social needs. This approach aligns with the principles of the National Education Policy 2020 (NEP-2020) and promotes the overall social well-being of the nation. At the institutional level, initiatives have been launched to support faculty members by organizing Faculty Development Programs (FDPs) and training sessions to underscore the significance of OBE and to embrace innovative pedagogical methods.

20.Distance education/online education:

In order to implement Distance/Online education effectively, our institution has taken proactive steps to collaborate with MOOC platforms and has actively engaged as a Local Chapter in the SWAYAM-NPTEL platform with faculties as mentors. Access to e-resources has been significantly expanded through the institution's digital library, facilitated by INFLIBNET, the
N-LIST Programme, and memberships in both NDLI and the NDLI Club. Our library boasts a comprehensive collection of e-books, e-journals, and a robust institute content repository. Additionally, we have established an Educational Content Development Centre (ECDC) on campus to facilitate the creation of digital content in support of digital learning initiatives. Amidst the challenges posed by the COVID-19 pandemic, our institution swiftly addressed the transition to online education by implementing an institutional-level MOODLE Learning Management System (LMS). This platform has facilitated the management of examinations, internal evaluations, and mentoring processes. To further enhance the convenience of both students and teachers, the institution has invested in Google workspace accounts, enabling seamless virtual classroom experiences, live classes, assignment submissions, and other academic activities. Additionally, our institution has collaborated with leading online educational platforms such as Harappa Academy and Prowibo online (Professors without borders) through the SAFI ODL platform, providing students and faculties with access to value-added courses and faculty development programmes (FDPs).

Extended Profile

1.Programme

1.1   **443**

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

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

2.Student

2.1   **1845**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 **600**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

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

2.3 **609**

Number of outgoing/ final year students during the year

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

3.Academic

3.1 **76**

Number of full time teachers during the year

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

3.2 **76**

Number of sanctioned posts during the year

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Extended Profile	
1.Programme	

1.1 Number of courses offered by the institution across all programs during the year	**443**

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

2.Student	

2.1 Number of students during the year	**1845**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**600**

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

2.3 Number of outgoing/ final year students during the year	**609**

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

3.Academic	

3.1 Number of full time teachers during the year	**76**

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

3.2 Number of sanctioned posts during the year	**76**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**53**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1191.25**
4.3 Total number of computers on campus for academic purposes	**234**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution strictly adheres to the curriculum, syllabi, and academic calendar provided by the affiliated University for all undergraduate and postgraduate programs.

- **Each academic year begins with meticulous planning and coordination. The College Council and IQAC collaborate to devise strategies for effective curriculum delivery and enrichment practices.**

- **The College Calendar aligns with the University's academic calendar, disseminating annual academic plans and tentative dates for internal examinations.**

- **The Timetable Committee organizes the master timetable considering faculty workload, while departments prepare annual action plans for curricular and co-curricular programs.**

- Faculty members are assigned courses and academic duties during department meetings. Utilizing the institution's ERP system, course plans, semester plans, timetables, and academic activities are coordinated.

- Monthly department meetings decide on academic activities, which are subsequently approved by the College Council. Additionally, bridge courses and ICT-based materials aid in content delivery, with monitoring facilitated through the institution's LMS platforms.

- Internal examinations are conducted twice per semester, mirroring university patterns, and student performance is rigorously assessed through advisory schemes and mentor-mentee evaluations.

- Remedial classes cater to slow learners, while advanced learners receive training for competitive exams.

- Value-added courses and certificate programs further enhance students' subject proficiency. Real-time attendance monitoring is facilitated by the institutional ERP system, and feedback from students at the end of the academic year informs improvements and recommendations evaluated by relevant bodies.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.sias.edu.in/iqac/minutes-reports.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution strictly adheres to the academic calendar prepared in harmony with the academic calendar published by the affiliating university.

- The commencement and conclusion of the semesters and the holidays in between are charted in accordance with the academic calendar.
- The academic calendar incorporates essential information outlining tentative dates for the commencement of internal

examinations and other academic activities, which is circulated among the students and teachers.

- All the clubs, committees and cells scheduled their co-curricular activities to avoid any interference with the internal examination dates.
- Semester plan and course plan are prepared by the faculty according to the academic calendar and timetable in the institution's ERP portal.
- The smooth pace of portion completion and preparedness for examination is possible through the academic calendar.

Internal Examination Committee (IEC)

- The Internal Examinations Committee (IEC) conducts the centralized internal examinations based on the academic calendar. Circulars pertaining to the commencement of examinations are distributed by IEC as per the tentative dates provided in the calendar.
- Any unavoidable changes in the examination schedule are properly informed to the students and arrangements are done to complete the examinations without unnecessary delay.
- IEC oversees collection of answer scripts, evaluation process and declaration of results.
- Uploading of the internal marks to the University Portal is executed as per the direction of the University.
- Annual Academic and Administrative Audit is carried out to identify and rectify any inconsistencies in adherence to the academic calendar.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://sias.edu.in/academics/iec.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation	A. All of the above

process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1233

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The institution adeptly weaves the crosscutting themes seamlessly into the fabric of its curriculum and consciously integrates into the student community.

- The syllabus encompasses a total of 151courses dedicated to professional ethics and 123courses focusing on human values, reflecting a robust integration of ethical and values-based education. The institution provides a value-added course on "Professional Ethics" with the aim of instilling deontological ethics principles in students.
- Student's collaborating with NGOs for health and hygiene awareness classes, blood donation camps, Palliative Daycare, AIDS Day observance and village adoption, serves as compelling evidence of the student's commitment. Their participation in the flash mobs, awareness campaigns, and debates with a deliberate focus on fostering values, ethics, and socially responsible qualities exemplify their dedication to a comprehensive development.
- There are 61courses addressing gender and related affairs including subjects such as "Voices of Women," "Entrepreneurship Development," "Positive Psychology," "Human Psychology," and "Nutrition and Health".
- The significance of environment and sustainability is emphasized across 18 programs through approximately 114courses embedded in the syllabi, underscoring the institution's commitment to environmental awareness and sustainable practices.
- Audit courses, including Environmental Studies, Disaster Management, Human Rights/Intellectual Property Rights/Consumer Protection, Gender Studies, and Gerontology offered by the affiliating university, play a vital role in enabling students to comprehend and appreciate the significance of deep learning in these crucial areas.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

111

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

594

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**A. All of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://sias.edu.in/iqac/feedback.html
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sias.edu.in/iqac/feedback.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

688

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

437

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Student's learning diversity is measured through "SIAS Academic Door" scheme. It includes Two-Tier Induction Programmes at the beginning of the academic term, Bridge Courses to bridge the gap between pre-university and university learning experiences. Entry Level Assessment to identify the learning level. One to One Interaction with the academic advisors (Mentor) to collect information on students' family background, individual hobbies, talents, achievements and financial stability.

The programmes given to discerning advanced learners are Skill Enhancement Programmes, NET/JRF Coaching, Classes on Research Methodology and Intellectual Property Rights (IPR), Forums namely Leaders Academy, "FINSAF"- Accounting Forum, A4 Apt, Journal Club and Open Book Exams and Home Assignments are some of the signature initiatives specifically for Advanced learners.

Slow learners are accommodated with Peer and One-to-One Learning in which class advisors arrange peer learning to curb their insecurities. Remedial classes are intended to overcome gap in the learning. Bilingual Explanation to the needy students. Faculty Individual Attention to Students (FIAS) programme intends to support slow and weak learners by providing simplified comprehensive notes and question banks.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1845	75

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Experiential Learning

- **Release of the docu-fiction based on Indian athlete P U Chitra - 'Queen of the Miles', an inspirational narrative for students to aspire towards storytelling excellence and sports journalism.**
- **The Bioculous-Students Expo- on biology and scientific experimentation.**
- **News reporting on literary fests - exposing students to diverse viewpoints in cultural and intellectual richness.**
- **Industrial Visits: provides industrial knowledge to bridge the gap between industry & academia.**
- **Heritage Visit to Misqal Mosque and to kochi-Muziris Biennale.**
- **Socio-Economic Survey - to engage with the challenges and realities faced by marginalized communities.**

Participatory Learning and Problem solving

- **ATC (Annual Thesis Conference) to defend research findings.**
- **Film maker K P Sasi Commemoration- Discussion and Cartoon Exhibition.**
- **Annual Budget Analysis.**
- **Expert Talk- Contribution of "Women in Islam" fosters cultural understanding and gender inclusivity.**
- **Arcane-Art Exhibition showcasing Victorian period of English literature.**
- **Workshop on Mushroom Cultivation, Marketing, and Consumption.**
- **Medical Coding workshop for healthcare documentation and coding practices.**
- **Residential workshop on Emotional Aesthetics to promote emotional intelligence.**
- **"ENNEAGRAM" Workshop on personality development.**
- **Pharmaceutical Quality Control workshop- for ensuring drug safety and efficacy.**
- **Protein Biochemistry Workshop – to laboratory exercises and**

demonstrations.
- **SPSS, ICT workshop enhances students' proficiency in statistical analysis.**
- **First Aid Session to provide essential life-saving skills.**
- **CONLOQUOR - to enrich interpersonal skills.**
- **DayObservance engages students to raise awareness on societal issues - River Conservation, AIDS awareness, Child Rights, and Food Safety.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://sias.edu.in/naac_2023/aqar/cr2/2-3-1/proof/2-3-1-additional-info.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college extensively employs ICT-enabled teaching methods to enhance the overall teaching-learning experience, emphasizing a learner-centric approach.

- **The IQAC actively promotes faculty engagement in empowerment programs, refresher courses, and workshops centered on ICT-enabled teaching and learning processes.**

- **Digital infrastructures, including computers, laptops, printers, scanners, and software programs, along with 100% classroom coverage of short throw overhead LCD projectors, facilitate interactive learning environments.**

- **Various informative and constructive tools such as Google Workspace, Moodle, Zoom, Padlet, Microsoft Office Suite, Adobe Photoshop, Python IDLE, NCBI-BLAST, ChemDraw, and SQL are integrated into teaching practices.**

- **The college also provides access to plagiarism checking software, DupliChecker, through its library to ensure academic integrity in manuscript preparation.**

- **Online assessment tools like Moodle, Testmoz, Edmodo, Google Classroom, Google Forms, and Kahoot! are utilized for quick evaluation and results.**

- **Additionally, the college conducts assignments and exams effectively through the new LMS platform, Embase Pro Suite, enabling online submission and immediate feedback.**

- **Campus-wide internet connectivity, a Digital Library, and e-resources such as N-LIST, DELNET, NDLI, and online forums like NDLI-Club further facilitate access to materials and knowledge sharing, fostering effective learning experiences.**

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

76

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

389

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution's internal assessment system, overseen by the Internal Examination Committee (IEC), adheres to University of Calicut regulations and implements strategic reforms to ensure transparency in assessment, recording, and publishing results for productive outcomes.

- The institution maintains an effective internal assessment system, overseen by the IEC, which ensures adherence to University of Calicut regulations.
- The IEC conducts centralized internal examinations twice per semester, with a convener appointed by the Principal to manage responsibilities.
- Examination schedules are printed in the Student Handbook cum academic calendar and the same will be published 10 days prior to examination. Faculties submit the question papers following the university patterns.
- Invigilation duties, seating arrangements, and retests for eligible students are managed systematically.
- Suspected malpractice cases are addressed transparently, with warnings issued as necessary.
- Additionally, the IEC facilitates a grievance redressal system for internal examinations.
- Internal examination scores contribute fifty percent to the overall internal assessment, with the remainder assigned to seminars, attendance, and assignments.
- For seminars, students prepare materials using teaching aids such as PowerPoint presentations or whiteboards, which are evaluated based on classroom management, subject knowledge, language delivery, and material quality.
- Assignments are submitted within specified time frames and assessed accordingly, with frequency determined by course requirements.
- An individual IEC Grievance Redressal Mechanism addresses quality concerns and grievances regarding internal examinations, while the college Grievance Redressal Forum allows students to lodge complaints with guaranteed responses.

File Description	Documents
Any additional information	View File
Link for additional information	https://sias.edu.in/academics/iec.html

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

The institution implements a three-tier Grievance Redressal system to address student concerns regarding examinations at the Department, College, and University levels.

Department Grievance Redressal

After exams, students can discuss concerns with teachers; if unresolved, they can approach the department's grievance redressal committee for prompt resolution.

College Level Grievance Redressal

If students find the decision of the Department Level Grievance Cell unsatisfactory, they can escalate their concerns to the college-level grievance cell. Chaired by the Principal and comprising senior faculty members, this committee will prioritize discussions on the issue and take appropriate actions, providing subsequent updates to the students. Should the grievance remain unresolved at the college level, students may further escalate it to the University. In cases involving external examinations, students are advised to lodge complaints with the chief assistant superintendent, who will then forward them to the Principal, acting as the Chief Custodian.

University Level Grievance Redressal

The final decision regarding grievances related to university examinations rests with the Registrar or Controller of Examinations of the affiliating university. Additionally, the institution arranges class-wise meetings for parents after internal examinations each semester. During these meetings, subject teachers identify students' issues and engage in discussions with parents, offering suitable suggestions and guidance to enhance students' academic performance in the future.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sias.edu.in/docs/iec/SIAS-UG-IEC-GRIEVANCE-REDRESSAL-FORM.pdf

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.

The curriculum provided by the affiliated University incorporates Programme Specific Outcomes (PSOs), Programme Outcomes (POs), and Course Outcomes (COs), delineating the expected achievements for students upon completion of their studies. These outcomes, along with the curriculum, are periodically updated and published on the institution's website for easy access by both students and faculty. Also it is displayed in every classroom. During the admission process, the admission committee briefs students and parents on the program outcomes. Additionally, students receive handbooks and academic calendars containing information on outcomes at the beginning of each academic year. The importance of Programme, Programme Specific, and Course Outcomes is explained in detail to students and parents during the Student Induction Programme (SIP). The Internal Quality Assurance Cell (IQAC) conducts faculty development and orientation programs on Outcome-Based Education (OBE), emphasizing what students are expected to achieve upon completing their studies. These initiatives aid faculty members in understanding the significance of OBE and in adopting new pedagogical approaches.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sias.edu.in/docs/learning-outcomes/COs.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Outcome based Education (OBE) is vital to NEP 2020, aligning with its goals of promoting student-centered learning, accountability, flexibility, and quality assurance. In higher education policy, the process of direct outcome attainment involves mapping and achieving the intended learning outcomes directly linked to program objectives.

This process typically begins with the formulation of clear program outcomes (POs) and program-specific outcomes (PSOs), which serve as overarching goals for academic programs. Course outcomes (COs) are then designed to align with these POs and PSOs, specifying the knowledge, skills, and competencies students should acquire.

OBE attainment can be evaluated by Direct and Indirect assessment methods.

Direct attainment is assessed through various means such as examinations, projects, presentations, and performance assessments directly tied to these course outcomes ensuring that the students meet a preset knowledge threshold.

However, indirect attainment is assessed through Course Exit Surveys, Alumni survey, and Employer survey, which gather feedback to analyze POs and PSOs. The final attainment values for POs and PSOs are calculated by combining direct and indirect attainment values in an 80:20 proportion.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://sias.edu.in/iqac/feedback.html

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

498

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://sias.edu.in/iqac/reports.html

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://sias.edu.in/iqac/sss.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

5.0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.zaubacorp.com/company/SECURA-DEVELOPERS-PRIVATE-LIMITED/U45309KL2017PTC050088

3.2 - Innovation Ecosystem

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

The institution has established a framework for innovation leadership and has fostered a culture of knowledge sharing there by providing flexible spaces where students may showcase their skills and exchange ideas on a range of subjects.

- **The Institution Innovation Council (IIC) is the flagship of innovative programs.**
- **The institution has registered in the ATAL Ranking of Institutions on Innovation Achievements (ARIIA) and got "Beginner status."**
- **IEDC-SIAS- promote innovation and entrepreneurship among the student and academic fraternity.**

Major events were organised under IEDC which includes

- **SHE galleria -Exclusive venue for Women entrepreneurs.**
- **IGNITE- A product innovation competition.**
- **Cyber Marvel - to cater the students with basics of Cyber Security and Ethical hacking**
- **INNOWEEK -To commemorate Entrepreneurs Day, IEDC Conducted INNOWEEK, a series of entrepreneurial programs and events**
- **iTalk- enlightening the freshly enrolled batch of students about innovation and entrepreneurship.**
- **Talk Around-An entrepreneurs' meet for young and blooming student entrepreneurs of the campus.**
- **Web 3 -Platform for acquiring software skills for entrepreneurship.**
- **TechSIAS - an initiative to develop innovative technical**

skills in science and technology field.

Other clubs under the umbrella are

- **SheTECH,**
- **Hack Club SIAS,**
- **Creator's club**
- **TinkerHub - SAFI chapter**
- **CONNECT A- intercollegiate innovative idea presentation competition by Dept. of Food Technology.**
- **Participation in Young Innovators Programme (YIP) offered by Kerala Government.**
- **4 patents were processed by two faculties.**
- **E-content Development center, SAFI Publication Division etc., to transfer the knowledge acquired during academics and also to enrich the skills of students.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

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

14

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

18

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

Response

The institution designs and conducts extension programs that are

highly recognized and appreciated. All the extension and outreach activities is found to creates opportunities in students to develop kindness to the deserving, respect to the deserving, and finding various ways to help those in need. The realm of extension activities conducted by the institution is explained as follows.

SAFI Connect- It is a substantial societal improvement of the adopted villages. The institute has adopted 5 different villages under 'Unnath Bharath Abhiyaan' (UBA) scheme of MHRD and is rendering various socio economic upliftment activities to the village inmates.

EDUCARE-

A for APT- The trained students from department of English is visiting the lower and upper primary school students to enrich their communication skills in English language.

Bio Odyssey for the Curios- is the science exhibition conducted at different schools by Department of Biotechnology.

MULYAPRAVAH-

Koode-Visit to Special school children, Sukoon-old age homes and palliative care volunteering for serving and motivating them.

Patheyam -Food Distribution for the needy people.

Fund raising programmes like 'Kaithang', 'we care',

Inclusion Summit-2-day residential camp for autistic kids.

SIAS WELLNESS-

Free medical camp

Sparsham-Blood donation camp

Free random blood glucose checkup and awareness on diabetes-department of Biotechnology

Awareness on Rabies, emerging microbial diseases and Aids-Dept of Microbiology

SUSTAINABLE DEVELOPMENT- Green initiatives

Tree Plantation Drive, Carbon Neutral Panchayat, Van mahotsav, Plastic free campus.

Swach Bharath Abhiyan-

Campus cleaning, Beach cleaning etc

File Description	Documents
Paste link for additional information	https://sias.edu.in/research/extension-activities.html
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

33

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

946

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

16

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate

houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

30

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File]()
Any additional information	[View File]()
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File]()

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution boasts a 136,720 sq.ft built-up area comprising

- **Main, Science, and Library blocks,**
- **Housing classrooms,**
- **Laboratories,**
- **Central instrumentation,**
- **Computer labs, and various offices.**
- **Additional amenities include examination halls,**
- **Auditoriums, a happiness centre,**
- **and Outdoor facilities like an open-air stage**
- **and Physical Fitness Centre.**

The institution's classroom amenities comprise

- **49 spacious rooms equipped with LCD projectors and whiteboards, all outfitted with Wi-Fi and LAN connectivity.**
- **Each department has dedicated staff rooms. Laboratory facilities include 12 state-of-the-art labs covering various fields such as biochemistry, biotechnology, and physics.**
- **The computer infrastructure encompasses 234 student computers, with separate labs for informatics and language/bioinformatics.**
- **Additionally, all staff rooms and labs are equipped with**

computers and printers.

- The library offers extensive services, including a reprographic centre, barcode reader for book issuance, and digital library with access to various repositories and e-resources.
- Other facilities include Wi-Fi and LAN in classrooms and staff rooms, UPS backup, and generators for uninterrupted power supply.
- The main building lobby features an LED display for campus updates.
- Hostel amenities include purified water, separate accommodations for men and women, common rooms, prayer halls, and essential appliances.
- EPABX telephones, cash counting machines, and suggestion boxes enhance administrative efficiency and feedback mechanisms.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sias.edu.in/resources/index.html

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

The institution aims to nurture students for societal contribution, prioritizing their holistic well-being. With ample provisions for cultural, sports, fitness, and yoga activities, it fosters a conducive environment.

The college provides extensive facilities for Cultural events, including

- a spacious auditorium,
- green rooms,
- AV theatre,
- open-air stages, and seminar halls.

Sports amenities feature

- outdoor fields,
- volleyball and badminton courts,
- football and cricket nets,
- basketball courts,

- **Indoor facilities like fitness centres,**
- **table tennis, and yoga halls.**
- **Special coaching is offered through the**
- **Fine Arts Committee, preparing students for college-level competitions and beyond.**

The college offers a range of cultural facilities, including

- **A large auditorium with a 1000-seat capacity,**
- **Green rooms,**
- **Open-air stages & seminar halls.**
- **Special coaching through the Fine Arts Club prepares students for various competitions at different levels.**

The college provides extensive sports facilities, including

- **outdoor fields,**
- **courts for volleyball,**
- **badminton,**
- **handball,**
- **football,**
- **cricket nets, and basketball.**
- **Indoor amenities feature**
- **a fitness centre,**
- **table tennis,**
- **carrom,**
- **chess,**
- **judo, and yoga halls.**

Talented students undergo rigorous training and compete at various levels, utilizing these resources effectively.

Students demonstrate significant achievements in arts and sports at University, State, and National levels, showcasing the effectiveness of institute facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr4/4-1-2/4-1-2-facilities-for-cultural-sports-links.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

53

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr4/4-1-3/4-1-3-1-geotagged-photos-link.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

640.07

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The library houses over 11,039volumes of books, subscribes to 60 periodicals, accommodates 100 individuals, and features a Digital Library equipped with 20 computers.

The library provides the following facilities.

- Access to INFLIBNET, N-LIST, DELNET & NDLI Club.
- Automated using KOHA ILS (Version- 21.11.13.000)
- Uses Greenstone Digital Library software for digital library

collections.

- Acquisition, cataloguing and circulation are carried out through ILS and there is OPAC.
- Books have been barcoded using ILS and issue, return and renewal of books are carried out using the barcoded ID cards. Facilitates automated Gate Register to manage the entry and exit.
- The circulation counter is equipped with wireless Barcode Readers.
- A screen reader Software NVDA for the benefit of visually impaired.
- The Library blog disseminates information library products and services. (https://siaslibrary.wordpress.com)

Library Sections

- Circulation section
- Technical section
- Stack room
- Reference section
- Career Corner
- Newspaper Reading Area
- Reprographic section
- Digital Library
- CD/DVD Section

Library Services

- Loan service
- Reference service
- New Arrival Display
- Access to INFLIBNET-NLIST and DELNET resources.
- Online Public Access Catalogue (Web OPAC)
- Editorial Display Service
- Plagiarism Checking
- Audio books
- Library blog comprising collection of question papers, career corner and list of Projects & Dissertations.
- Library orientation Programs
- Reprographic service
- Lockers to keep personal belongings.
- Infrastructure of library
- Digital entry/exit register
- CCTV Surveillance for security reinforcement
- High Speed Internet (350mbps)
- Laser Printer

```
Resource List Total Volumes 11039 Periodicals 56 Databases N-LIST,
DELNET E-Books (via N-LIST) 199,500+ E-journals 6150 Newspapers 09
Projects 861 Dissertations 479 CD/DVD 177 Audio books 100+
Encyclopedias 165
```

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://siaslibrary.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

`5.40`

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

149

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The institution continuously updates its IT infrastructure with cutting-edge technologies. Over the past five years, significant progress has been made, evident in the expansion from 20 to 216 computers. All classrooms boast wireless LCD projectors, facilitating seamless teaching. Collaboration with Microsoft has provided 100 free Windows licenses.

The Library and Information Centre features 20 computers for digital library use, fully automated with the KOHA ILS. This system manages acquisitions, cataloguing, and circulation, along with a user-friendly OPAC. Barcoded ID cards streamline book transactions, while Greenstone Digital Library software and NVDA benefit visually impaired students.

The institution upgraded internet bandwidth to 350 Mbps and introduced a leased JIO-Wi-Fi connection. Wi-Fi coverage expanded to key areas. A mobile app integrated with the ERP for attendance and notifications. Azure manages fee payments for 7 years, with a new ERP introduced in 2021. Later in 2022, the previous ERP was replaced by a sophisticated and advanced ERP software EMBASE with a mobile app based benefitting teachers, students and parents. Biometric attendance for staff and hostelers. LED display and dynamic website enhance communication. Vehicle tracking mandated by Kerala govt. Zoom webinars accommodate 1000 participants. Customized Moodle LMS and ECDC facilitate online learning. Active presence on YouTube, social media, and blogs ensures timely updates.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr4/4-3-1/4-3-1-2.pdf

4.3.2 - Number of Computers

234

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

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

506.74

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

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

Classrooms and lecture halls are well-ventilated with ample seating, whiteboards, ceiling fans, and lighting. LCD projectors are installed throughout. Separate hostels for boys and girls are managed by appointed wardens. Repairs and maintenance requests are promptly addressed by the Administrative Officer and Principal, based on priority. The girls' hostel features an in-house Sewage Treatment Plant, recycling water for gardening. Emergency transport to IQRA Hospital facilitated through a signed agreement. Maintenance budgets are prepared in consultation with a committee and approved by management annually.

The college annually contracts various companies for equipment maintenance. Generators, water purifiers, EPABX systems, and library photocopiers are covered under these contracts, ensuring uninterrupted power, safe drinking water, and efficient communication with prompt replacements as per terms.

A Project Engineer oversees building maintenance, coordinating repairs through the Chief Operating Officer. Daily upkeep is managed by cleaning staff, with annual campus painting. Furniture is repaired or replaced as needed. Faculty oversee lab maintenance, with repairs authorized by the Administrative Officer and Principal after technician quotations.

The library, led by a qualified Librarian, is overseen by a Library Advisory Committee. Damaged books are annually rebound. Electrical and plumbing issues are logged and addressed promptly. Sports facilities are maintained by the Physical Education department. Security, including CCTV and parking, is ensured. E-waste is managed through an MoU with a recycling company. Digital infrastructure, covered by AMC, is supervised by a system administrator and website coordinator.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sias.edu.in/about/policy-document.html?mu-policy

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

110

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

747

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://sias.edu.in/academics/capacity-building.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1035

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

1035

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

83

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)
Details of student placement during the year (Data Template)	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

101

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

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

The institution ensures active representation of students in committees and decision-making bodies like

- Grievance Redressal Committee
- Anti-ragging Committee
- Internal Complaints Cell
- Ethics Committee
- SC/ST & OBC cell
- Internal Quality Assurance Cell (IQAC), etc.,

The institution values student input for a harmonious relationship between students and administration.

Students' Union

The students' union, elected through Parliamentary election mode, plays a vital role in campus governance, comprises The Chairman, Vice Chairman, General Secretary, Joint Secretary, University Union Councillors, Fine Arts Secretary, Student Editor, General Captain, class representatives and association secretaries from each departments.

It serves as a liaison between students and administration to promote and coordinate social and cultural activities of students. Staff advisor guides them to create an awareness of civil duties & rights, spirit of service and leadership quality.

Its organises events for National and International days, publishing college magazines, and facilitating student participation in arts, cultural, and sports activities. The union

represents the college at local and national levels.

major events

- Oath taking ceremony for newly nominated Student Union Council Members - official start to their term in office.
- Inauguration of Union and Department Associations- as a grand event with academic & cultural activities.
- Fine arts- ensuring the participation of student community to showcase their talents in events like poetry writing and Kerala traditional art forms.
- Day Observations, Festival celebrations, Debates, Discussions and Quiz programs on current issues.
- College annual & sports day celebrations - recognising &honouring proficient students.
- Farewell programs to impart a sense of unity.

File Description	Documents
Paste link for additional information	https://sias.edu.in/stdzone/students-union.html
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

28

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

5.4 - Alumni Engagement

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

"Our institution has a registered alumni association named the "Old Students Association of Rasiya Nagar" (OSRA). Its aim is to develop, maintain, and support mutually beneficial connections between alumni, students, faculty, and staff. The elected Executive Committee comprises individuals willing to take on organizational initiatives and sustain the pride of the institution. It offers programs that nurture campus traditions and perpetuate a passion for lifelong involvement. The events organized by the association include social events to create new opportunities for better careers and to organize collective meetings.

Other special events include:

Meet The Stars: Interaction with eminent alumni.

The association is at the forefront of social activities to raise funds for granting scholarships and financial assistance to the needy. This includes alumni donations, which signify their gratitude towards their Alma mater. Extending support by contributing alumni funds after their graduation.

Contributions of OSRA include:

Inclusion Summit: Cap distribution aimed at supporting individuals with physical and mental disabilities.

When I Step Out of College: Career guidance event for prospects in microbiology and life sciences, in medical, and non-medical domains.

Design Your Path to Career Success: Providing insights and guidance to current students on navigating their career paths.

Discover Your Abilities and Shape Your Future: An event aimed at instilling the importance of understanding one's strengths, honing skills, and moving forward to pursue future endeavors.

Exploring Horizons: An event focusing on discovering opportunities in higher education to provide valuable insights into diverse pathways.

File Description	Documents
Paste link for additional information	https://sias.edu.in/alumni.html
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is "To be a premier academic Institute globally acclaimed for empowering citizens in general and the backward classes in particular with competencies and character for constructive nation-building through quality higher education and research in multi-disciplinary subjects". The institution upholds its vision, mission, and values through the governance of the Managing Committee under SAFI trust.

- Managing Committee: Oversees policy-making, goal implementation, and strategic plan finalization as per University guidelines.
- Principal: Executive Head managing daily affairs with support from College council, statutory bodies, Administrative office, PTA, and Alumni Association.
- College Council: Comprising Principal and Department Heads, discusses and decides on strategic plans with consistent teacher involvement.
- Faculty Members: Manage various statutory bodies like SC/ST and Equal Opportunity Cell, Minority Cell, Anti-ragging Cell, Grievance Redressal, Discipline Committee, and Internal Complaints Committee (ICC).

The institution thrives to fulfill its vision through the following approaches…

- **SAFI IAS Academy is aimed at contributing to the nation's development by cultivating future leaders.**
- **SAFI-Open Distance Learning is an initiative to provide high quality online and digital learning.**
- **The Leaders' Academy nurtures competent, dedicated students through quality education, instilling social responsibility, excellence, and ethical integrity.**
- **Facilitate flexible learning platforms by being an Active Local Chapter in SWAYAM-NPTEL and Sponsoring platform in Coursera.**
- **Promoting the use of ICT in teaching learning process through memberships in NDLI Club, N-List and DELNET.**
- **Management Scholarships & Freeships accelerates the opportunities of the economically backward students.**

File Description	Documents
Paste link for additional information	https://sias.edu.in/about/vision-mission.html
Upload any additional information	View File

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

The institution vitalizes and motivates culture of decentralization and participative management by involving all stakeholders in a number of administrative roles.

CASE STUDY- "The construction of Garden area in the campus"

- **Students are seeking an environment where they can unwind, alleviate mental stress, and foster social connections amidst the rigors of academic life.**

- **The administration, have received numerous requests from different stakeholders for creating a green landscape.**

- **Upon receiving the proposals and feedbacks from the PTA and students, the college council has decided to forward the request to the Principal. Subsequently the principal presented the request to the Managing Committee.**

- **After deliberations and discussions, the Managing committee apprehended the need of the construction of a garden area in**

the campus and the construction was carried out accordingly.

- Nestled within the heart of our campus, this green oasis offers a tranquil retreat where students can immerse themselves in nature's beauty, recharge their spirits, and replenish their energy. It also serves as a platform for organizing mindfulness sessions, group activities, and community events even extending into late evenings, aimed at enhancing students' emotional resilience and promoting self-care practices.

- The garden features comfortable seating areas, shaded pavilions, and scenic pathways, creating inviting spaces for students to relax, study, or simply unwind with friends, fostering a vibrant campus community.

File Description	Documents
Paste link for additional information	https://sias.edu.in/resources/photos/main-block.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Managing Committee formulates strategic/perspective plans for the institution, outlining its goals and strategies for the future. The institution currently adheres to the Strategic Plan 2020-2030, crafted in alignment with the National Education Policy-2020, which emphasizes academic flexibility, cross-disciplinary learning, and capacity building, leveraging ICT tools while promoting equity and inclusion to nurture ethical leaders. The strategic plan encompasses objectives such as establishing the institution as an Autonomous Degree Granting College, creating Centers of Excellence in Education and Leadership Development while fostering Industry Partnerships & International Associations.

A pivotal focus of the Strategic Plan 2020-2030 lies in achieving Autonomous Degree Granting College status. Progress towards this goal is on track, with the significant milestone like NAAC accreditation achieved, earning a highest grade of A++ (3.54). With the aim of establishing a "Research Center", the institution has joined hands with the Lincoln University College (LUC)

Malaysia, recognized by the Association of Indian Universities (AIU), which opens a unique opportunity for Academicians, Professionals and Corporate Employees to acquire an international Ph.D qualification. With a strategic focus and proactive approach, the institution stands poised to realize its vision and mission with utmost effectiveness, solidifying its position as a leading educational institution dedicated to academic excellence and global recognition.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://sias.edu.in/research/LUC-SAFI.html
Upload any additional information	[View File](#)

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

The Managing Committee, constituted under the Board of Trustees of SAFI, serves as an apex body responsible for policy-making and setting a framework for implementing proposals related to perspective plans. They approve proposals after deliberations with various stakeholders.

- The Principal bears the responsibility of overseeing the day-to-day operations of the college and executing directives from the Managing Committee in alignment with government, University, and regulatory guidelines.

- The College Council serves as an advisory body to the Principal, making significant decisions regarding academic affairs with support from the IQAC and PTA.

- The Administrative Officer supervises various staff members including those in the office, library, support, and hostel.

- Academic matters within departments are overseen by respective Boards of Studies under the Head of Department (HOD), who manage faculty, laboratory staff, and students.

- Numerous committees and cells support student affairs and administration, encompassing statutory bodies like Grievance Redressal, Anti-ragging, ICC, SC/ST & Equal opportunity and

OBC & Minority cell.

- **Recruitment is based on merit, advertised in newspapers and online, with interviews conducted by the Principal, HODs, and external subject experts as per University provisions.**

- **Employees adhere to HR policies, service rules, and disciplinary regulations outlined by the institution, as well as University and Directorate of Collegiate Education guidelines.**

- **Led by a senior faculty, the Grievance Redressal Cell handles employee concerns, with a three-tier system for departmental, college, and university grievances, and separate cells for internal exam issues.**

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr6/6-2-2/6-2-2-additional-document.pdf
Link to Organogram of the institution webpage	https://sias.edu.in/about/organogram.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The implementation of various measures fosters stronger bonds between employers and employees, nurturing a cohesive SAFI fraternity. Noteworthy initiatives encompass:

- Financial aid for teachers to participate in seminars, webinars, workshops, and conferences. - Interest-free loans for laptops/smartphones. - Incorporating annual increment provisions contingent upon performance. - Ensuring Provident Fund and Gratuity security. - Facilitating health insurance coverage through ESI and Medical insurance. - Granting festival allowances and interest-free short-term loans to non-teaching staff. - Medical and maternity leave provisions. - Extending fee concessions for the children of staff attending the institution. - Providing vacation salary and free transportation. - Distributing free uniforms to support staff. - Offering food concessions and complimentary refreshments to support staff members.

The management sponsors programs to meet social and skill acquisition targets, including periodic appreciation events to recognize staff efforts.

- Training programs and workshops led by professional trainers and resource persons. - Expert sessions on administrative training to enhance managerial skills, with occasional talks by counselors. - Annual felicitation of outstanding teachers based on comprehensive evaluation. - Best Department awards presented annually to encourage academic excellence. - Honoring teachers for academic and non-academic achievements at various levels. - Cultural events, retreats, and staff tours are sponsored to foster internal cohesion and advance institutional development. - Fitness programs and sports meets to enhance staff athleticism. - Adequate amenities within the campus premises, including on-campus family quarters, rent-free accommodations, Wi-Fi, designated parking areas, on-campus ATM facilities, and hygienic washrooms near departments and offices.

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr6/6-3-1/proof/6-3-1-staff-welfare-finance-statement.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

and towards membership fee of professional bodies during the year

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

75

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

75

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

- **The institution employs an effective appraisal system to assess both teaching and non-teaching staff, nurturing their professional growth and enhancing academic and administrative capabilities.**

- **Teaching faculty undergo annual self-assessment through the Performance Based Appraisal System (PBAS) according to UGC Regulations, with promotions and increments determined by individual scores.**

- **A dedicated ERP module allows faculty to record daily activities, monitored by the Principal.**

- **Student evaluations conducted by the IQAC at semester-end provide feedback on course content and delivery methodologies followed by the Teachers. The comprehensive analysis report of the feedback is verified by the academic council and the forwarded to the Principal .**

- **Assessment of teaching faculties is entrusted to an external agency to evaluate their teaching methodologies and performance.**

- **The team compiles confidential evaluation reports, which are then submitted to the Principal. These reports are subsequently forwarded to the Managing Committee to determine additional benefits and organize remedial workshops for staff with lower scores.**

- **Non-teaching staff undergo annual performance evaluations conducted by the Administrative Officer using a form devised by the IQAC.**

- **Assessment parameters include job knowledge, work quality, productivity, interpersonal skills, and more.**

- **The confidential evaluation report is submitted to the Principal for feedback and suggestions.**

- **This appraisal system has proved instrumental in motivating staff, identifying strengths and weaknesses, and ultimately improving overall performance.**

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr6/6-3 -5/proof/6-3-5-hr-policy.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution conducts timely internal and external financial audits, ensuring transparency. Internal audits are done by in-house experts, while statutory audits are by institution-appointed Chartered Accountants.

External Audit:

Annually, at the close of each financial year, the institution conducts an external audit. The process commences with a managing committee meeting to appoint a statutory auditor, typically a Chartered Accountant. Following appointment, the auditor requests relevant documents such as previous audit reports, bank statements, and ledgers. Organizational charts, board minutes, and bylaws may also be requested. Subsequently, an audit plan is drafted, and internal controls are evaluated for adequacy. Upon finding any discrepancies, the auditor allows the organization to respond before preparing a detailed audit report with recommended solutions. Finally, the financial statement is filed according to statutory regulations.

Internal Audit:

As part of internal regulations, all purchase requests and tenders are submitted to the Principal for approval. After approval, the Chief Accountant processes invoices, which are then verified by the Administrative Officer. The Principal scrutinizes financial data for clarity and authenticity before sanctioning payments. Payments exceeding 25,000, excluding fixed assets and salaries, require approval from the Treasurer/General Secretary. The Principal, Administrative Officer, and Chief Accountant closely monitor college finances, processed transparently through cheques with management-authorized signatures. An internal audit, conducted by an appointed expert, ensures financial supervision. Detailed audit reports are submitted to the institution's Head after verification of financial transactions, managed by the Chief Accountant under the Principal's oversight.

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr6/6-4-1/6-4-1.pdf
Upload any additional information	View File

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

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

464.03

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is centrally managed by a non-profit organization called 'Social Advancement Foundation of India- SAFI' which ensures that the income generated is spent optimally in the institution itself.

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

- **Tuition Fees**
- **Conveyance Fees**
- **Hostel Fees**
- **Central/State Government Funds and Grants**
- **PTA Funds**
- **Alumni contributions**
- **Financial assistance from Management**
- **Individual donations from trustees, philanthropists and non-governmental bodies**
- **CSR Fund (Corporate Social Responsibility)**
- **FCRA Fund (Foreign Contribution Regulation Act)**

The fee collected from students is mainly used for the requirement of the salary of the staff.

The Individual donations from trustees, philanthropists and non-governmental bodies, FCRA Funds and CSR Funds are used for infrastructural development and campus maintenance as envisaged in the strategic and perspective plans.

Alumni and PTA Contributions are mainly used as aids for organizing cultural fests and by providing financial assistance to student welfare initiatives.

Funds are also mobilized for the staff economic welfare measures like the ESI, PF & Gratuity Fund ensuring economic security.

Transparency, accountability and optimal utilization of the resources are ensured by periodical internal and external audits of the statements. The internal audit is done by an expert within the institution itself whereas the statutory audit is conducted annually by an external auditor. The accounts are maintained by the Chief Accountant and the Principal is accountable for all the financial transactions.

File Description	Documents
Paste link for additional information	https://sias.edu.in/about/policy-document.html?resource-mbobilisation
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC consistently devises, executes, and evaluates innovative endeavors with management support. In pursuit of enhancing the teaching-learning experience through a learner-centric approach and fostering transparency in academic administration, the institution has opted for a transformative change. This involves replacing the current ERP system with a new one equipped with additional modules to accomplish these goals. The modules include:

1. Parent application: Enhancing transparency in student activities for parent stakeholders.

2. Internal & External assessment: Mark entry & grading with multi-point scores, conversion & calculation of marks, result analysis & print for publication.

3. ID card generation: Design institution-specific templates and verification.

4. Club Management: Event creation (integrated with the working timetable) and feedback collection.

5. Health Management & Digilocker: Record vaccination details and certificate storage.

6. Student Services: Entry of learner level & disciplinary level and generation level (1st & 2nd), records for differently-abled

students, and mentor-mentee details.

7. Scholarship & Feedback: Entry of scholarship recipients and providers, setting of departmental & course feedback.

8. Learning Management System: Entry of weekly and monthly lesson plans, conducting online exams & assignments, and adding external source video links.

9. Pre-recorded & Go LIVE Classrooms: Scheduled live classes and distribution of prerecorded study material.

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2023/aqar/cr6/6-5-1/proof/6-5-1-embase-module-details.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has adopted practices to evaluate the methodologies of the teaching-learning process, aiming to enhance the quality of education and drive the institution towards achieving distinctive outcomes.

Following initiatives highlight comprehensive approach taken by IQAC

Comprehensive Academic Planning-

- **The institution utilizes newly opted ERP to systematically plan the academic activities including Course plan, semester plan and time table for curriculum delivery with the aid of LMS.**

- **Use of ICT and ICT based materials for content delivery can be scheduled and monitored through the institution's LMS for effective teaching.**

- **Scheduled LIVE and recorded classes available in LMS facilitate a Learner centric approach.**

Structures and methodologies of operations

- Smooth pace of portion completion, analyzing the disparity level in the execution of lesson plan, verification of syllabus completion by students and preparedness for examination as per the academic calendar are possible through the ERP.

- Real-time attendance monitoring is also facilitated by the institutional ERP system, which can be tracked by both students and parents.

- Grievance Redressal Mechanism addresses quality concerns and grievances regarding academic affairs including internal examinations which allow students to lodge complaints with timely responses.

Learning outcomes

- Mapping of course outcomes and program outcomes of individual students /batches helps in the calculation of learning aptitude of the student community; which in turn reflects in the student placements/ progressing to higher studies and entrepreneurship development.
- The IQAC evaluates regular annual feedback and surveys from different stakeholders and informs improvements and recommendations.

File Description	Documents
Paste link for additional information	https://sias.edu.in/iqac/feedback.html
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sias.edu.in/docs/iqac/annual-reports/IQAC-Annual-Report-2022-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution emphasizes social and moral values in line with its vision. Courses like Gender Studies, Voices of Women, Media Culture and Society, communication ethics, professional conduct, and development communication promote gender equity in all programmes. Institutional clubs and forums actively address gender sensitization.

The institution is actively promoting gender equity by organizing various programs like 'Gender Awareness Campaign', 'Empowerment of Women and Girls', "Feminist Perspectives in Literature", Talk with alumni of the Department for students in Islamic Studies aimed at challenging gender stereotypes. Committees such as the Women Development Cell, Equal Opportunity Cell, and Internal Complaints Committee have been formed to address gender-related issues. These initiatives include workshops on soft-skill development, health awareness, premarital counseling, self-defense training, and various cultural activities like street plays and debates. The institution also observes significant days such as National and International Women's Day, National Women's Equality Day, International Day of Women and Girls in Science, and Mother's Day.

To foster inclusivity, the institution also addresses differently-abled concerns through suitable programs. Safety measures include 24x7 security guards, CCTV surveillance, compulsory ID cards, gate registers, and restricted access to hostels. Additionally, workshops on self-defense are conducted, fire extinguishers are installed, and a vehicle tracking system ensures safety during

transportation. Counseling services are provided through the "Happiness Center," managed by a full-time counselor, while common rooms, sick rooms, and meditation halls cater to the needs of female students, ensuring a supportive environment in the campus.

File Description	Documents
Annual gender sensitization action plan	https://sias.edu.in/naac_2023/aqar/cr7/7-1-1/proof/7-1-1-gender-sensitisation-plan-2022-2023.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sias.edu.in/naac_2023/aqar/cr7/7-1-1/proof/7-1-1-specific-facilities-provided-for-women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution implements a sustainable waste management system with a meticulously designed approach to handle both degradable and non-degradable waste. To promote green campus, the institution advocates reduced usage of single-use items, encouraging students and staff to adopt eco-friendly practices.

Solid Waste Management:

Waste is segregated into biodegradable, plastic, and recyclable categories, collected in distinctive colored bins across classrooms and corridors, and routinely processed. Collaborations

with the Haritha Karma Sena (Govt. of Kerala) and other private agencies facilitate systematic disposal of non-degradable waste. An incinerator in the ladies' toilets ensures optimal hygiene. Additionally, a bio-pedestal behind the canteen manages food waste, diverting kitchen biodegradables to a 4m3 bio gas plant, generating 7 kilograms of biogas daily for cooking. Green waste from various areas is composted in pits, with a dedicated vermicomposting unit for courtyard and green waste.

Liquid Waste Management:

Sewage Treatment Plants (STPs) in the ladies' hostel and Science Block recycle wastewater, utilized for gardening and other purposes.

Biomedical Waste:

Laboratory waste undergoes autoclaving before disposal. Broken glass and toxic chemicals are segregated and disposed of safely, while incinerator helps in handling soiled materials.

Water Recycling:

Greywater from various sources is collected and processed in STPs, repurposed for gardening, construction, vehicle washing, and other needs.

Hazardous Chemicals and Waste Management:

Hazardous chemicals are managed according to safety protocols, ensuring safe disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution	A. Any 4 or all of the above

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution is committed to fostering an inclusive environment that celebrates regional diversity and ensures the holistic development of the community. This commitment extends across various facets, including policy formation, faculty recruitment, student enrollment, and community engagement. The ethics committee

plays a pivotal role in maintaining harmony among students from diverse regional, socioeconomic, religious, caste, and cultural backgrounds. The institution's culturally diverse atmosphere is evident through various events, reflecting its dedication to inclusive nation-building

- Festivals namely Bakrid celebrated in harmony.

- Organized cultural programmes like Qawwali towards showcasing provincial cultural artistic forms through students.

- Celebrates tree plantation drive on the campus to support planting and tending of trees towards creating more forests in the country.

- Conducted Awareness campaign for mother's on child and Nutrition to reduce the risk of under nutrition and malnutrition conditions in growing children.

- Organized Workshop on mushroom cultivation, marketing and consumption to encourage students' skill and also to develop entrepreneurship qualities.

- Conducted different programmes like fund collection, inclusion Summit, old age home visit and food distribution which helps to develop values like humanity, responsibility among students.

- Plastic collection programme was conducted to make the campus plastic free and maintain environmental sustainability.

- Coastal cleaning programme was conducted under the mission "Swatch Sagar Surakshit Sagar-2022"

- Observes important days like Hindi Day, Arabic day and conducts special programmes to impart its importance to students.
- Conducted blood donation camps to grow solicitous towards the needy.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution is dedicated to fostering a deep understanding and appreciation of constitutional obligations among our students and employees. Through a diverse range of programs and initiatives, we strive to instill the values, rights, duties, and responsibilities enshrined in our constitution.

Yoga for Humanity: Emphasizing the importance of physical and mental well-being.

Van Mahotsav: Promotes environmental consciousness and encourages stewardship of our natural resources.

Intellectual Property Rights: Educate our community about the importance of creativity, innovation, and respect for intellectual property.

National Unity Day: Promotes the values of unity, integrity, and inclusivity, which are foundational to our constitutional principles.

World Day of Social Science: Platform for discussing pressing social issues and understanding our role as citizens in addressing societal challenges.

Gender Equity Program: Promotes gender equality and empowers individuals to challenge gender discrimination.

Child Rights: Advocate for the protection and well-being of children, ensuring that their rights, as enshrined in the constitution.

World Environmental Day: Importance of environmental sustainability and our responsibility to safeguard the planet for future generations.

Independence Day Elocution Contest: Encouraging critical thinking and civic engagement, inspiring our community to reflect on the significance of our constitutional rights and freedoms.

Freedom Wall Creation: Provides a creative outlet for expressing thoughts and ideas on freedom, democracy, and citizenship.

Happy Teacher's Day: Expressing gratitude to our educators who play a pivotal role in shaping informed and responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sias.edu.in/naac_2023/aqar/cr7/7-1-9/proof/7-1-9-final.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

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

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our institution is a melting pot of diverse cultures and a hub of awareness and celebration.

- From World Students Day to National Sports Day, we honor the achievements and contributions of students and athletes, fostering a spirit of excellence and camaraderie among our community.
- On World Rabies Day and World Diabetes Day, we raise awareness about health issues, promoting preventive measures and healthy lifestyles.
- Van Mahotsav is celebrated with gusto, by planting trees and reaffirms our commitment to environmental conservation.
- National Reading Day is an ode to the power of knowledge and literacy, encouraging a love for reading and learning among our students and staff.
- "Onam" Celebration brings the vibrant colors and flavors of Kerala to our campus, uniting us in joyous festivities and cultural exchange.
- National Unity Day and World Environmental Day serve as reminders of our shared responsibility to promote unity, diversity, and environmental sustainability.
- We commemorate Commemorative Day Events to honor the sacrifices of our heroes and reflect on the values they upheld, while World AIDS Day and Children's Day underscore the importance of health and child rights.
- "Guru Samesh" pays homage to our teachers, whose guidance and wisdom shape the future leaders of tomorrow.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Title of the Practice

Krishi Pathshala

2. Objectives of the Practice

Our Institute, near Vazhayur village, promotes banana farming with disease-free saplings, aiding local farmers' economic growth through innovative technology.

3. The Context

The scheme, conceptualized in 2016, became operational in March 2017. The Biotechnology department tackled various challenges in developing tissue culture banana plantlets, including sterilization and microbial contamination. Ultimately, students devised an optimal growth protocol.

4. The Practice

Farmers are crucial to the agricultural system, vital for a country's economic progress. Our Institute recognizes this and aims to address farmers' challenges by leveraging modern technology. Focusing on banana tissue culture, we've developed protocols for explant sterilization, media standardization, greenhouse optimization, and provide plantlets to local farmers at no cost.

5. Evidence of Success

The disease-free tissue culture plant saplings received by farmers are evidence of success, leading to increased demand. Consequently, the Biotechnology students actively produced and supplied 1630 banana saplings from 2020-23

6. Problems Encountered and Resources Required

- Operating the tissue culture lab and greenhouse requires management cooperation for resource mobilization.
- Contamination in the media.
- University schedules complicate finding lab time.
- Summer water scarcity affects greenhouse irrigation.
- Funds needed for setting up an incubation center.

File Description	Documents
Best practices in the Institutional website	https://sias.edu.in/iqac/best-practices.html
Any other relevant information	https://sias.edu.in/naac_2023/aqar/cr7/7-2-1/proof/7-2-1-any-other-relevant-information.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution's vision is to advance societal betterment by fostering excellence in science, arts, and technology, cultivating leaders across diverse academic domains through the following initiatives.

Leaders Academy:

This particular Programme contains modules encompassing topics such as: Fundamentals of Leadership; Visionary Leadership; Strategic Planning; Leadership Skills; Analysis of Model Leaders; Indian Constitution; Human Rights; National and Global Challenges; Environmental Studies; Unlearning and Entrepreneurial skills & Organizational Behaviour.

IAS Academy:

Students from different states of India including Tamil Nadu, Andhra Pradesh and Telangana have enrolled in this one year residential programme supported by scholarships for eligible candidates.

Research Directorate:

Accomplishments: The science departments obtained financial support for UG and PG research projects from KSCSTE, Govt. of Kerala and also got financial support from NGOs worth 2.5 lakhs for hydroponics research project. Hosted National Workshops and Research Methodology workshops funded by KSCSTE, IPR workshop funded by DBT and KSCSTE, National Science Day celebrations Funded by DBT and KSCSTE jointly.

Students have been selected for Indian National Science Academy Summer research fellowships, JNCASR fellowship in IISC and in K-DISC, Govt. of Kerala for sustainable agriculture and pathology. The Publication division published ISBN proceedings as a result of National and International conferences by various departments. Also published ISBN books in collaboration with other academic institutions. All of these initiatives make the institution excel among its peers.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Objective: To address the recommendations outlined in the NAAC Peer Team Report.

Strategy 1: Apply for Permanent Affiliation

- Form a committee to oversee the affiliation process.
- Gather all necessary documentation and fulfill requirements.
- Communicate closely with university officials to expedite the process.

Outcome: Ensuring stability and recognition for the college.

Strategy 2: Establish an Innovation and Incubation Centre

Actions:

- Allocate funds and physical space for the innovation and incubation centre.
- Recruit a dedicated team of professionals to manage the centre and provide guidance to students.

Outcome: Leading to the development of viable startups and innovative projects.

Strategy 3: Strengthen the Placement Cell

- Assess the current placement cell function, identify gaps, and streamline processes.
- Appoint Placement officer to oversee the placement

activities.
- Organize workshops and training to equip students with employability skills.
- Expand the network of corporate partners and alumni connections.

Outcome: Improve placement rates & secure suitable employment upon graduation.

Strategy 4: Enhance Research Activity

- Allocate dedicated funds for research projects and initiatives.
- Providing incentives, grants, and sabbatical opportunities.

Outcome: Increase the quantity and quality of research output.

Strategy 5: Apply for Autonomy

- Compile necessary documentation for autonomy proposal.
- Engage with regulatory authorities to understand requirements.

Outcome: Greater flexibility in academic and administrative decision-making.

Monitoring and Evaluation:

- Regularly review progress against the action plan's objectives.

Conclusion:

- With a concerted effort from all stakeholders, the college will emerge as a hub of innovation, learning, and excellence in higher education.