YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	SAFI Institute of Advanced Study (Autonomous)
• 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.	+914832880000
• Mobile no	9446253099
• Registered e-mail	principal@sias.edu.in
• Alternate e-mail	iqac@sias.edu.in
• Address	Vazhayur East P.O.
• City/Town	Malappuram
• 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.	
• Mobile	
• IQAC e-mail address	**iqac@sias.edu.in**
• Alternate Email address	**servinwesley@siasindia.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	**https://sias.edu.in/iqac/aqar.html**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**https://sias.edu.in/academics/index.html**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A++**	**3.54**	**2023**	**13/01/2023**	**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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	2	
• 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)

• Applied for Autonomy status as per the directions of NAAC Peer team. • Establishment of Standard Operating Procedures (SOPs) for statutory bodies, as mandated by the UGC, for an autonomous institution. • Organized Faculty Development Program (FDP) emphasizing implementation of FYUGP in alignment with NEP. • Implementation of Academic Bank of Credits (ABC). • Conducted comprehensive training on e-governance tools for teaching and non-teaching faculty.

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
Orientation of FYUGP implementation	Faculty, students, and administrative staff gain a clear understanding of the structure, objectives, and benefits of the FYUGP, including interdisciplinary approaches, flexible credit systems, and research components.
Application for Autonomy Granting	Granted Autonomy from UGC
Implementation of ABC	Registered in ABC portal

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	05/08/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	Nil

15.Multidisciplinary / interdisciplinary

The institution is committed to providing students with comprehensive, interdisciplinary skills by encouraging them to explore courses across diverse fields based on their interests, thereby promoting academic flexibility. In alignment with this vision, our affiliated university has designed programs that offer students maximum freedom to choose elective courses from various departments. This approach reflects the university's proactive efforts to implement the recommendations of the National Education Policy (NEP). Additionally, our institution actively fosters awareness about NEP principles through seminars and webinars, supporting their integration within Higher Education Institutions.

16.Academic bank of credits (ABC):

The institution has successfully registered with the Academic Bank of Credits (ABC) and facilitated student registrations on the portal, enabling enhanced academic flexibility. This milestone reflects the institution's commitment to adhering to the directives of both the affiliating university and the Higher Education Department of Kerala State. With official membership in the National Academic Depository—a key government initiative under the Digital India Programme—the institution has established a robust online repository for academic records, ensuring seamless academic mobility for students. Additionally, the institution's programs are structured around a choice-based credit system, further streamlining the implementation and utilization of the ABC framework.

17.Skill development:

The institution conducts comprehensive skill enhancement programs, integrating 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. These initiatives aim to cultivate virtuous entrepreneurs and talents dedicated to the nation's progress. The institution has signed a Memorandum of Understanding (MoU) aimed at enhancing the professional qualifications of our students. This initiative has significantly benefited many students by equipping them with valuable skills, thereby boosting their academic and career prospects.

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

The University with which the institution is affiliated emphasizes the study of Indian languages such as Sanskrit, Hindi, and Malayalam as integral components of the curriculum. Courses like history and political economy are incorporated to foster a sense of national integration, appreciation for art and culture, and civic responsibility among students. The institution actively promotes the exploration of literature, regional languages, history, art, and culture through activities such as discussions, debates, field trips, heritage visits, interactions with freedom fighters, and the commemoration of nationally significant days. Students enthusiastically participate in traditional art forms during university-level cultural festivals, proudly representing the institution. To further preserve and promote traditional culture and arts, the institution has established a Memorandum of Understanding (MoU) with the Mahakavi Moyin Kutty Vaidyar Mappila Kala Academy (Government of Kerala), Malappuram District, Kerala. This partnership encourages students to connect with and celebrate their cultural heritage. Faculty members contribute to the preservation of regional heritage by publishing literary works focused on local art, history, and literature. Additionally, the institution encourages students to expand their learning horizons by enrolling in online courses offered through platforms like SWAYAM-NPTEL and other Massive Open Online Course (MOOC) platforms, which integrate Indian knowledge systems (IKS), art, culture, history, and languages. As part of the implementation of the Four-Year Undergraduate Programme (FYUGP), the institution identifies courses emphasizing Indian Knowledge Systems, engages resource persons, and organizes specialized programs to deepen students' understanding and appreciation of IKS.

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

Our institution offers 13 undergraduate (UG) and 6 postgraduate (PG) programs designed based on Outcome-Based Education (OBE), as per the framework of the University of Calicut, to meet both regional and global demands. The university's OBE model integrates clearly defined Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO). These courses focus on developing cognitive abilities, domain-specific skills, social responsiveness, and entrepreneurial competencies, empowering students to contribute effectively to economic, environmental, and social needs. This approach aligns with the principles of the National Education Policy 2020 (NEP-2020) and promotes holistic national well-being. With the introduction of the Four-Year Undergraduate Programme (FYUGP), which is OBE-focused, the institution has further strengthened its commitment to OBE by organizing workshops on PO-PSO-CO mapping strategies and the development of assessment and evaluation methods in line with the OBE framework. Additionally, the attainment levels for each batch, course, and individual student are systematically measured and analyzed using our e-governance software, ensuring continuous improvement and alignment with OBE goals. To support faculty members, the institution regularly conducts Faculty Development Programs (FDPs) and training sessions to emphasize the importance of OBE and to adopt innovative pedagogical practices.

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 serving 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 adapted to online education by implementing a range of virtual tools to manage 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.

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**447**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**1980**

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	**145**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**652**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**81**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	81

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	54
4.2 Total expenditure excluding salary during the year (INR in lakhs)	481.50
4.3 Total number of computers on campus for academic purposes	247

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 follows the curriculum, syllabi, and academic calendar set by the affiliated University for both undergraduate and postgraduate programs. Each academic year begins with detailed planning and coordination, with the College Council and IQAC working together to formulate strategies for effective curriculum delivery and enrichment.

The College Calendar is synchronized with the University's academic calendar and provides the annual academic plans, including tentative dates for internal examinations.

The Timetable Committee creates the master timetable, taking into account faculty workload, while departments develop action plans for both curricular and co-curricular activities. Faculty members are assigned courses and academic responsibilities during departmental meetings. The institution's ERP system is utilized to coordinate course plans, semester schedules, timetables, and academic activities.

Monthly department meetings are held to plan academic activities, which are then reviewed and approved by the College Council.

Internal examinations are held twice per semester, following the university's patterns. Student performance is closely monitored through advisory schemes and mentor-mentee evaluations.

Remedial classes are provided for slow learners, while advanced learners receive specialized training for competitive exams. Additionally, value-added courses and certificate programs are offered to further improve students' subject knowledge.

Real-time attendance is tracked via the institution's ERP system, and student feedback collected at the end of the academic year is used to guide improvements and recommendations, which are evaluated by the relevant committees.

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

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

Examinations and other academic activities are scheduled and communicated to both students and faculty in advance. All clubs, committees, and cells plan their co-curricular activities in such a way as to avoid any conflicts with internal examination dates.

Faculty members prepare the semester and course plans in accordance with the academic calendar and timetable, which are accessible through the institution's ERP portal. The academic calendar ensures the smooth progression of course material coverage and readiness for examinations.

Internal Examination Committee (IEC) The Internal Examination Committee (IEC) is responsible for conducting centralized internal examinations in alignment with the academic calendar. Circulars announcing the commencement of examinations are distributed by the IEC based on the tentative dates outlined in the calendar.

In the event of unavoidable changes to the examination schedule, students are promptly informed, and necessary adjustments are made

to ensure the examinations are completed without unnecessary delays. The IEC oversees the collection of answer scripts, the evaluation process, and the declaration of results.

Internal marks are uploaded to the University Portal following the University's guidelines. Additionally, an Annual Academic and Administrative Audit is conducted to identify and address any discrepancies in adhering 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 process of the affiliating University   A. All of the above

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

19

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)

13

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

1159

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 effectively integrates crosscutting themes into its curriculum, ensuring these values are woven into the student experience. The syllabus includes 154courses focused on professional ethics and 127courses dedicated to human values, demonstrating a strong commitment to ethical and values-based education. Additionally, the institution offers a value-added course on

"Professional Ethics" to impart deontological ethical principles to students.

Students actively engage in community service, collaborating with NGOs on initiatives such as health and hygiene awareness programs, blood donation camps, palliative daycare, AIDS Day observances, and village adoption projects. These activities reflect their dedication to social responsibility. Their participation in flash mobs, awareness campaigns, and debates, all designed to promote values, ethics, and socially responsible behavior, further exemplifies their holistic development.

The curriculum also addresses genderand related issues, withcourses covering topics such as "Voices of Women," "Entrepreneurship Development," "Positive Psychology," "Human Psychology," and "Nutrition and Health."

Environmental sustainability is a key focus, withprograms incorporating approximately 117courses on environmental awareness and sustainable practices, underscoring the institution's commitment to environmental education.

Furthermore, audit courses offered by the affiliating university, including Environmental Studies, Disaster Management, Human Rights/Intellectual Property Rights/Consumer Protection, Gender Studies, and Gerontology, play a crucial role in deepening students' understanding of these vital 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

47

File Description	Documents
Any additional information	**No File Uploaded**
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	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

619

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 from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.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	**No File Uploaded**

1.4.2 - Feedback process of the Institution may   **A. Feedback collected, analyzed**

be classified as follows   **and action taken and feedback**
                                                          available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.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

772

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

718

File Description	Documents
Any additional information	No File Uploaded
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

The institution assesses student learning diversity through the "SIAS Academic Door" scheme, which incorporates several initiatives to support varied learning needs. These include Two-Tier Induction Programs at the start of each academic term, Bridge Courses to

address the gap between pre-university and university learning experiences, and Entry Level Assessments to gauge students' learning levels. Additionally, academic advisors (mentors) conduct one-on-one interactions with students to gather information about their family background, personal interests, talents, achievements, and financial status.

For advanced learners, the institution offers a range of specialized programs such as Skill Enhancement Programs, NET/JRF Coaching, Research Methodology classes, and sessions on Intellectual Property Rights (IPR). Forums like Leaders Academy, A4 Apt, Journal Club, and Open Book Exams, along with home assignments, are also tailored to support their development.

Slow learners receive additional support through Peer and One-to-One Learning initiatives. Class advisors organize peer learning sessions to address insecurities and help bridge learning gaps. Remedial classes are offered to address academic weaknesses, and bilingual explanations are provided for students who need extra help. The Faculty Individual Attention to Students (FIAS) program is designed to assist slow learners by providing simplified notes and question banks, ensuring comprehensive understanding and support.

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
1980	81

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

1. Basics of Photography:

Hands-on workshops introducing students to the fundamentals of photography, including camera handling, composition, and lighting techniques.

2. Media Analysis:

Interactive sessions analyzing media content, fostering critical thinking, and understanding the influence of media in shaping public opinion.

3. Film Screening:

Curated screenings of significant films followed by discussions to explore themes, storytelling techniques, and cultural contexts.

4. Foot Safety on Wheels:

Awareness programs and practical sessions focusing on road safety, responsible driving, and protective measures for students.

5. Colloquium:

A platform for students to present and discuss research, ideas, and innovations, encouraging collaborative learning and intellectual exchange.

6. Internship Program:

Industry-oriented internships offering real-world exposure and practical experience in various fields to bridge the gap between academics and industry requirements.

7. Skill Announcement Program:

Sessions introducing students to essential life and career skills, ranging from communication and leadership to technical proficiencies.

8. Training Program:

Tailored training initiatives aimed at enhancing specific skills aligned with academic and professional goals.

9. Inter-College Expo:

A vibrant exhibition showcasing student projects, innovations, and

talents, fostering healthy competition and peer learning.

10. Academic/Industrial Visits:

Organized visits to academic institutions and industries to provide students with exposure to cutting-edge technologies, processes, and best practices.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

The college effectively integrates ICT-enabled teaching methods to enrich the overall teaching-learning experience, prioritizing a learner-centric approach. The IQAC actively encourages faculty participation in empowerment programs, refresher courses, and workshops focused on enhancing ICT-based teaching and learning practices.

Digital infrastructure, including computers, laptops, printers, scanners, and various software programs, supports a dynamic learning environment. All classrooms are equipped with short throw overhead LCD projectors, promoting interactive and engaging learning experiences.

A wide range of informative tools, such as Google Workspace, Moodle, Zoom, Padlet, Microsoft Office Suite, Adobe Photoshop, Python IDLE, NCBI-BLAST, ChemDraw, and SQL, are seamlessly integrated into teaching methodologies.

The college also offers plagiarism detection software, DupliChecker, through its library, ensuring academic integrity during manuscript preparation.

For assessment, the college utilizes online tools like Moodle, Testmoz, Edmodo, Google Classroom, Google Forms, and Kahoot! for prompt evaluations and feedback. Assignments and exams are efficiently managed through the new LMS platform, Embase Pro Suite, which allows for online submissions and immediate feedback.

With campus-wide internet connectivity, a Digital Library, and access to e-resources such as N-LIST, DELNET, NDLI, and online forums like NDLI-Club, the college ensures broad access to materials, supporting effective learning and knowledge sharing.

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

79

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

81

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

438

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, managed by the Internal Examination Committee (IEC), adheres to University of Calicut regulations, ensuring transparency in assessment, recording, and publishing results. The IEC oversees centralized internal exams twice per semester, with a convener appointed by the Principal. Examination schedules are published at least 10 days before exams in the Student Handbook and academic calendar. Faculty prepare question papers according to university patterns.

The IEC coordinates invigilation duties, seating arrangements, and retests for eligible students, addressing suspected malpractice with transparency and issuing warnings as needed. A grievance redressal system is in place for internal exams.

Internal examination scores contribute 50% to the overall internal assessment, with the other 50% based on seminars, attendance, and assignments. Seminar performance is evaluated on classroom management, subject knowledge, language delivery, and material quality, using tools like PowerPoint or whiteboards. Assignments are submitted on time and assessed based on course requirements.

The IEC has a dedicated grievance redressal mechanism for internal examination concerns, and the college-wide Grievance Redressal Forum ensures students can file complaints with timely 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 has a three-tier Grievance Redressal system to address student concerns about examinations at the Department, College, and University levels.

Department Level After exams, students can discuss concerns with their teachers. If unresolved, they can approach the department's grievance redressal committee for a prompt resolution.

College Level If students are dissatisfied with the department's decision, they can escalate the matter to the college-level grievance cell, chaired by the Principal and senior faculty members. The committee will prioritize the issue, take appropriate action, and provide updates. If unresolved at the college level, students may escalate it further to the University. For external exams, complaints should be directed to the chief assistant superintendent, who forwards them to the Principal, acting as Chief Custodian.

University Level The final resolution for grievances related to university examinations rests with the Registrar or Controller of Examinations at the affiliating university.

Additionally, the institution organizes class-wise meetings with parents after each semester's internal exams. Subject teachers discuss student-related issues with parents, offering suggestions and guidance to enhance academic performance in the future.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sias.edu.in/academics/iec.html

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 includes Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), outlining the expected achievements for students upon completing their studies. These outcomes, along with the curriculum, are regularly updated and made available on the institution's website for easy access by both students and faculty. Additionally, they are displayed in every classroom.

During the admission process, the admission committee informs students and parents about the program outcomes. At the start of each academic year, students are provided with handbooks and academic calendars containing detailed information on the outcomes. The importance of Programme, Programme Specific, and Course Outcomes is thoroughly explained to students and parents during the Student Induction Programme (SIP).

The Internal Quality Assurance Cell (IQAC) organizes faculty development and orientation programs focused on Outcome-Based Education (OBE), highlighting the expected achievements for students upon completion of their studies. These initiatives help faculty members understand the significance of OBE and encourage the adoption of innovative teaching methods.

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 a key component of NEP 2020, supporting its goals of fostering student-centered learning, accountability, flexibility, and quality assurance. In the context of higher education, OBE involves mapping and achieving intended learning outcomes that are closely linked to program objectives.

The process begins with defining clear Program Outcomes (POs) and Program Specific Outcomes (PSOs), which serve as the primary goals for academic programs. Course Outcomes (COs) are then developed to align with POs and PSOs, detailing the knowledge, skills, and competencies students should acquire.

OBE attainment is measured through both direct and indirect assessment methods. Direct attainment is evaluated through examinations, projects, presentations, and performance assessments, all directly linked to the course outcomes, ensuring students meet predefined knowledge standards.

Indirect attainment is assessed through tools such as Course Exit Surveys, Alumni Surveys, and Employer Surveys, which collect feedback to assess the effectiveness of the POs and PSOs. The final attainment values for POs and PSOs are calculated by combining the direct and indirect attainment results in an 80:20 ratio.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sias.edu.in/academics/learning-outcomes.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

503

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)

7.0

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

10

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.skylinebuilders.com/

3.2 - Innovation Ecosystem

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

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

7

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

11

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

55

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

File Description	Documents
Paste link for additional information	Nil
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

1

File Description	Documents
Any additional information	View File
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

17

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

524

File Description	Documents
Report of the event	View File
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

44

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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 spans a built-up area of 136,720 sq. ft., encompassing the Main, Science, and Library blocks. These facilities house classrooms, laboratories, central instrumentation, computer labs, and various administrative offices. Additional amenities include examination halls, auditoriums, a happiness center, an open-air stage, and a Physical Fitness Centre.

The classrooms are well-equipped, with 54 spacious rooms featuring LCD projectors, whiteboards, and Wi-Fi and LAN connectivity. Each department has dedicated staff rooms. The institution boastsadvanced laboratories in fields such as biochemistry, biotechnology, and physics. The computer infrastructure includes 247computers, with specialized labs for informatics and language/bioinformatics, along with computers and printers in all staff rooms and labs.

The library offers comprehensive services, including a reprographic center, barcode reader for book issuance, and a digital library providing access to various e-resources and repositories. Wi-Fi and LAN connectivity is available in classrooms and staff rooms, along with UPS backup and generators to ensure an uninterrupted power supply. The main building lobby features an LED display for campus

updates.

Hostel facilities include purified water, separate accommodations for men and women, common rooms, prayer halls, and essential appliances. Administrative efficiency is enhanced with EPABX telephones, cash counting machines, and suggestion boxes for feedback.

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 is committed to nurturing students for societal contribution while prioritizing their holistic well-being. It offers a wide range of facilities to promote cultural, sports, fitness, and yoga activities, creating a supportive environment for overall development.

Cultural facilities include a large auditorium with a 1,000-seat capacity, green rooms, an AV theatre, open-air stages, and seminar halls. The Fine Arts Committee provides special coaching, preparing students for college-level competitions and beyond.

Sports amenities are extensive, featuring outdoor fields, courts for volleyball, badminton, handball, football, cricket nets, and basketball. Indoor facilities include a fitness center, table tennis, carrom, chess, judo, and yoga halls. Talented students receive rigorous training and participate in competitions at various levels, benefiting from these resources.

The college's students achieve remarkable success in arts and sports, excelling at the University, State, and National levels, which highlights the effectiveness of the institution's facilities and support programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sias.edu.in/naac_2024/aqar/cr4/4-1-2/4-1-2-infrastructure-for-sports-and-culturals.pdf

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

54

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sias.edu.in/resources/ICT-enabled-facilities.html
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)

481.50

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 13,303 books, subscribes to 60 periodicals, and accommodates 104 individuals. It also features a Digital Library with 20 computers and offers access to resources to N-LIST.

The library is fully automated using KOHA ILS (Version 21.11.13.000) and Greenstone Digital Library software for digital collections. Book acquisition, cataloguing, and circulation are managed via ILS, with an OPAC for easy access. Books are barcoded, and transactions such as issue, return, and renewal are carried out using barcode ID cards. An automated gate register manages entry and exit, and wireless barcode readers are used at the circulation counter. The library also provides NVDA screen reader software for visually impaired users.

The library's blog (https://siaslibrary.wordpress.com) shares updates on products and services. Key sections include Circulation, Technical, Stack Room, Reference, Career Corner, Newspaper Reading Area, Reprographic Section, Digital Library, and CD/DVD Section.

Services offered include loan, reference, new arrival displays, access to INFLIBNET-NLIST and DELNET, Web OPAC, plagiarism checking, audio books, and library orientations. The library also provides lockers for personal belongings, CCTV for security, and high-speed internet (350mbps).

Library Resources:

- Total Volumes: 13,303
- Periodicals: 60
- E-Books (via N-LIST): 199,500+
- E-Journals: 6,150
- Newspapers: 9
- Projects: 961
- Dissertations: 520
- CD/DVDs: 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)

0.354

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

177

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 continually upgrades its IT infrastructure by incorporating the latest technologies. Over the past five years, the number of computers has grown from 20 to 216. All classrooms are equipped with wireless LCD projectors to enhance the teaching experience. Through a collaboration with Microsoft, the institution has received 100 free Windows licenses.

The Library and Information Centre is fully automated with the KOHA ILS system, managing acquisitions, cataloguing, circulation, and providing a user-friendly OPAC. It includes 20 computers for digital library access, with barcoded ID cards for efficient book transactions. NVDA software to cater thevisually impaired students.

The internet bandwidth has been upgraded to 350 Mbps, and a leased JIO-Wi-Fi connection has expanded coverage to key areas. The institution's mobile app, integrated with the ERP system, provides attendance tracking and notifications. Fee payments are handled via Azure for the next seven years. In 2021, the institution introduced the EMBASE ERP system, which replaced the previous software in 2022, benefiting teachers, students, and parents.

Biometric attendance is implemented for staff and hostellers. Communication is enhanced with LED displays, a dynamic website, and vehicle tracking systems mandated by the Kerala government. Zoom webinars can host up to 1,000 participants, while Moodle LMS and ECDC facilitate online learning. The institution is also active on YouTube, social media, and blogs for timely updates.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sias.edu.in/naac_2024/aqar/cr4/4-3-1/4-3-1-wifi-access-point-cover.pdf

4.3.2 - Number of Computers

247

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)

`312.14`

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 proper lighting, all equipped with LCD projectors. Separate hostels for boys and girls are managed by appointed wardens. Maintenance requests are promptly addressed by the Administrative Officer and Principal, prioritizing urgency. The girls' hostel is equipped with an in-house Sewage Treatment Plant that recycles water for gardening. Emergency transportation to IQRA Hospital is provided through a signed agreement.`

`The maintenance budget is prepared annually in consultation with a committee and approved by management. The college contracts external service providers for the upkeep of equipment such as generators, water purifiers, EPABX systems, and photocopiers, ensuring reliable`

power, clean drinking water, and efficient communication.

A Project Engineer oversees building maintenance and coordinates repairs with the Chief Operating Officer. Routine maintenance is managed by the cleaning staff, with campus painting carried out annually. Furniture is repaired or replaced as needed. Faculty supervise lab maintenance, with repairs authorized by the Administrative Officer and Principal after reviewing technician quotations.

The library, overseen by a qualified Librarian and Library Advisory Committee, ensures the annual rebinding of damaged books. Electrical and plumbing issues are logged and addressed swiftly. Sports facilities are maintained by the Physical Education department, while security, including CCTV surveillance and parking, is managed effectively. E-waste is handled through an MoU with a recycling company, and digital infrastructure is covered by AMC, 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

9

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

1237

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

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

445

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

445

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 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

A. All of the above

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

65

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

173

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

4

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.

7

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 university/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 student representation in various committees and decision-making bodies, including the Grievance Redressal Committee, Anti-ragging Committee, Internal Complaints Cell, Ethics Committee, SC/ST & OBC Cell, and the Internal Quality Assurance Cell (IQAC). This encourages a collaborative relationship between students and the administration.

Students' Union Elected through a parliamentary election system, the students' union plays a crucial role in campus governance. It 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 department. The union acts as a liaison between students and the administration, coordinating social and cultural activities.

Guided by a staff advisor, the union fosters awareness of civil duties, rights, leadership, and service. It organizes events for National and International days, publishes the college magazine, and encourages student participation in arts, culture, and sports. The union also represents the college at local and national levels.

Major Events

- **Oath-taking ceremony for newly appointed Student Union Council members, marking the official start of their term.**
- **Inauguration of Union and Department Associations, featuring academic and cultural activities.**
- **Fine arts events showcasing student talent, such as poetry writing and Kerala traditional art forms.**
- **Celebrations for Day Observations, festivals, debates, discussions, and quizzes on current issues.**
- **Annual college and sports day celebrations to recognize and honor outstanding students.**
- **Farewell programs fostering unity among students.**

File Description	Documents
Paste link for additional information	**Nil**
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

48

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
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, the "Old Students Association of Rasiya Nagar" (OSRA), which aims to foster and maintain mutually beneficial connections between alumni, students, faculty, and staff. The association's elected Executive Committee comprises individuals committed to organizing initiatives that uphold the institution's pride and legacy. OSRA organizes programs that celebrate campus traditions and encourage lifelong involvement.

Key events hosted by the association include:

- Meet The Stars: A platform for alumni to interact with and gain inspiration from eminent former students.
- Inclusion Summit: A cap distribution initiative supporting individuals with physical and mental disabilities.
- When I Step Out of College: A career guidance event focused on opportunities in microbiology, life sciences, and both medical and non-medical domains.
- Design Your Path to Career Success: A session offering career navigation tips for current students.
- Discover Your Abilities and Shape Your Future: Aimed at helping students understand their strengths, develop their skills, and plan their future careers.
- Exploring Horizons: An event that provides insights into higher education opportunities and diverse career pathways.

The association also plays a leading role in social activities to raise funds for scholarships and financial assistance for needy students, including alumni donations in gratitude for their alma mater.

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)   A. ? 5Lakhs

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 institution's vision is "To be a globally acclaimed academic institute, empowering citizens, especially from marginalized communities, with the competencies and character needed for constructive nation-building through quality higher education and research across multi-disciplinary fields." This vision is upheld through the governance of the Managing Committee under the SAFI Trust.

Managing Committee: Responsible for overseeing policy-making, implementing goals, and finalizing strategic plans in line with University guidelines.

Principal: The executive head who manages day-to-day operations, with support from the College Council, statutory bodies, Administrative Office, PTA, and Alumni Association.

College Council: Comprising the Principal and Department Heads, the Council discusses and decides on strategic plans, ensuring continuous involvement of faculty members.

Faculty Members: Responsible for managing various statutory bodies, including the SC/ST and Equal Opportunity Cell, Minority Cell, Anti-Ragging Cell, Grievance Redressal Committee, Discipline Committee, and Internal Complaints Committee (ICC).

To fulfill its vision, the institution takes several key initiatives:

- SAFI IAS Academy: Aimed at nurturing future leaders who will contribute to national development.
- SAFI-Open Distance Learning: Provides high-quality online and digital learning opportunities.
- Leaders' Academy: Fosters competent and dedicated students through quality education while promoting social responsibility, excellence, and ethical integrity.
- Active participation in SWAYAM-NPTEL and sponsorship of Coursera to facilitate flexible learning platforms.
- Promoting the use of ICT in the teaching and learning process through memberships in NDLI Club, N-List, and DELNET.
- Management Scholarships & Freeships: Supports economically

disadvantaged students, accelerating their access to educational opportunities.

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.

Based on feedback from students during the 2022-2023 academic year, the library faced significant challenges, including a lack of books, insufficient seating, and an environment not conducive to reading. These concerns were highlighted during theCouncil Meeting, where the Internal Quality Assurance Cell (IQAC) presented the findings.

The Management, Principaland council members engaged in detailed discussions to address these issues and identify effective solutions. Recognizing the importance of a well-functioning library for academic success, they prioritized the renovation of the facility as a step toward creating a resourceful, student-friendly learning space.

The renovations included:

- **Reprographic Centre Extension: Extending the reprographic facilities to outdoor areas, providing additional space and improved accessibility.**
- **Collection Expansion: Adding a substantial number of new books to cater to the academic and research needs of students and faculty.**
- **Reading Area Enhancement: Expanding the reading area to accommodate more students and introducing comfortable seating to improve the academic experience.**

These improvements led to a notable increase in library footfall, transforming the library into a vibrant hub for academic activities and reinforcing its role as a cornerstone of the institution's commitment to its academic excellence.

File Description	Documents
Paste link for additional information	https://sias.edu.in/resources/photos/library.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 develops strategic or perspective plans to outline the institution's objectives and future strategies. Currently, the institution follows the Strategic Plan 2020-2030, designed in line with the National Education Policy-2020. This plan prioritizes academic flexibility, interdisciplinary learning, capacity building through ICT tools, and promoting equity and inclusion to cultivate ethical leaders. The key objectives include attaining Autonomous Degree Granting College status, establishing Centers of Excellence in Education and Leadership Development, and fostering partnerships with industries and international institutions.

A primary focus of the Strategic Plan 2020-2030 is achieving Autonomous Degree Granting College status. Significant progress has been made, including securing NAAC accreditation with the highest grade of A++ (3.54). The institution is also working towards establishing a "Research Center" in collaboration with Lincoln University College (LUC), Malaysia, which is recognized by the Association of Indian Universities (AIU). This partnership offers academicians, professionals, and corporate employees a unique opportunity to pursue an international Ph.D. qualification. With a well-structured strategic focus and proactive measures, the institution is set to accomplish its vision and mission effectively, strengthening its reputation as a leader in 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, under the Board of Trustees of SAFI, functions as the apex body for policy-making and establishing a framework to implement proposals related to perspective plans. After discussions with stakeholders, they approve the proposals.

The Principal is responsible for overseeing daily operations and ensuring the implementation of the Managing Committee's directives in accordance with government, University, and regulatory guidelines.

The College Council acts as an advisory body to the Principal, making key decisions on academic matters with support from the IQAC and PTA.

The Administrative Officer supervises staff across various areas, including office, library, support, and hostel operations.

Academic departments are managed by respective Boards of Studies, led by the Head of Department (HOD), who oversees faculty, laboratory staff, and students.

A variety of committees and cells support student affairs and administration, including statutory bodies like the Grievance Redressal Committee, Anti-Ragging Committee, Internal Complaints Cell (ICC), SC/ST & Equal Opportunity Cell, and OBC & Minority Cell.

Recruitment is based on merit and advertised through newspapers and online platforms. Interviews are conducted by the Principal, HODs, and external subject experts following University guidelines.

Employees follow the institution's HR policies, service rules, and disciplinary regulations, alongside those set by the University and Directorate of Collegiate Education.

The Grievance Redressal Cell, led by a senior faculty member, addresses employee concerns through a three-tier system for departmental, college, and university grievances, with separate cells for internal exam issues.

File Description	Documents
Paste link for additional information	**Nil**
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 institution implements various initiatives to strengthen the bond between employers and employees, fostering a cohesive SAFI fraternity. Key measures include:

- **Financial aid for faculty to attend seminars, webinars, workshops, and conferences.**
- **Interest-free loans for purchasing laptops and smartphones.**
- **Annual performance-based increments.**
- **Provident Fund and Gratuity security.**
- **Health insurance coverage through ESI and medical insurance.**
- **Festival allowances and interest-free short-term loans for non-teaching staff.**
- **Medical and maternity leave provisions.**
- **Fee concessions for staff children attending the institution.**
- **Vacation salary and free transportation.**
- **Free uniforms for support staff.**

- **Food concessions and complimentary refreshments for support staff.**

Additionally, the management sponsors programs to enhance social and skill development, including:

- **Training programs and workshops led by professional trainers and experts (FDPs)**
- **Administrative training sessions to improve managerial skills, with occasional counselor-led talks.**
- **Annual recognition of outstanding teachers based on comprehensive evaluations.**
- **Best Department awards to promote academic excellence.**
- **Honoring teachers for their academic and non-academic achievements.**
- **Cultural events, retreats, and staff tours to strengthen internal cohesion.**
- **Fitness programs and sports meets to encourage staff physical well-being.**
- **On-campus amenities such as family quarters, rent-free accommodations, Wi-Fi, designated parking, ATM facilities, and clean washrooms near departments and offices.**

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2024/aqar/cr6/6-3-1/6-3-1-a-incometax.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

74

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

8

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	**No File Uploaded**
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

80

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
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

Performance Appraisal Report for Academic Year 2023-24

The institution's appraisal system for faculty increment in 2023-24 focuses on evaluating contributions in teaching, research, academic activities, and administrative duties. The key performance areas are summarized below:

1. Workload and Teaching Innovations

Faculty members effectively managed their assigned teaching workload while implementing innovative strategies such as ICT-enabled teaching, blended learning, and continuous assessment methods to enhance student engagement and learning outcomes.

2. Research and Academic Contributions

Faculty demonstrated strong research engagement by:

- Publishing papers in UGC CARE and Scopus-indexed journals.

- Contributing to book chapters and edited volumes.

- Leading ongoing/completed research projects and filing patents.

3. Participation in Academic Events

Faculty members actively participated in national and international conferences as keynote speakers, session chairs, and presenters. They also contributed as resource persons and subject experts in academic and professional events.

4. Additional Academic and Outreach Activities

Faculty conducted workshops, FDPs, online courses, and outreach programs, enhancing their professional development and contributing to institutional growth.

5. Administrative and Departmental Responsibilities

Faculty efficiently handled college- and department-level duties, actively participating in committees, mentorship programs, and extracurricular activities.

6. Achievements and Recognitions

Faculty received recognition through awards and appointments in academic bodies, showcasing their contributions at the university, state, national, and international levels.

File Description	Documents
Paste link for additional information	https://aucollege.ugc.ac.in/College/Proposal Automomous/Basic
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 ensures transparency through regular internal and external financial audits. Internal audits are conducted by in-house experts, while statutory audits are performed by Chartered Accountants appointed by the institution.

External Audit: At the end of each financial year, the institution conducts an external audit. This begins with a managing committee meeting to appoint a statutory auditor, typically a Chartered Accountant.

The auditor reviews documents such as prior audit reports, bank statements, ledgers, organizational charts, board minutes, and bylaws. An audit plan is created, internal controls are assessed, and discrepancies are addressed.

A final audit report, along with recommendations, is prepared, and the financial statement is filed as per statutory requirements.

Internal Audit: Internal regulations require that purchase requests and tenders are submitted to the Principal for approval. Once approved, the Chief Accountant processes invoices, which are verified by the Administrative Officer.

The Principal reviews the financial data for accuracy before authorizing payments. For payments over ?25,000 (excluding fixed assets and salaries), approval from the Treasurer or General Secretary is needed.

College finances are closely monitored by the Principal,

Administrative Officer, and Chief Accountant, with all transactions processed transparently. An internal audit ensures financial oversight, and the verified audit report is submitted to the institution's Head after detailed checks.

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2024/aqar/cr6/6-4-1/6-4-1-audited-statement-of-accounts.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)

302.92

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 the Social Advancement Foundation of India (SAFI), which ensures that the income generated is optimally utilized within the institution itself.

The major sources of income for the college are as follows:

- **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 Funds (Corporate Social Responsibility)**
- **FCRA Funds (Foreign Contribution Regulation Act)**

The fee collected from students is primarily used to meet the salary requirements of the staff.

Donations from trustees, philanthropists, and non-governmental bodies, along with FCRA and CSR funds, are utilized for infrastructural development and campus maintenance, as outlined in the strategic and perspective plans.

Contributions from alumni and the PTA are primarily used to support cultural events and provide financial assistance for student welfare initiatives.

Additionally, funds are allocated to support the economic welfare of the staff through measures such as ESI (Employee State Insurance), PF (Provident Fund), and Gratuity, ensuring their economic security.

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

- **Annual Academic Planning: IQAC facilitated the annual academic planning exercise to ensure structured and goal-oriented educational activities for the year.**
- **Faculty Development Programme: Organized "Pedagogy Prodigies 2023," a residential FDP to empower faculty with advanced teaching methodologies and prepare them for future educational challenges.**
- **Student Induction Programs: Successfully conducted the orientation program for Undergraduate and Postgraduate students named Deeksharambh, aiding them in adapting to the new academic environment.**
- **E-Governance Training: Conducted training sessions for teaching and non-teaching staff, enhancing administrative**

efficiency through the use of e-governance tools and practices.

- **Workshop on Curriculum Innovation:** Organized a workshop focused on curriculum relevance and innovation to align academic programs with contemporary needs.
- **Faculty Welfare Program:** Arranged a session on mutual funds for teaching and non-teaching staff to emphasize financial literacy and welfare.
- **Enhancing Administrative Processes:** Ensured the seamless implementation of e-governance practices, promoting transparency and efficiency in institutional operations.
- **Professional Development Opportunities:** Created platforms for continuous professional development through residential and non-residential programs, fostering a culture of learning and innovation.
- **Student-Centric Approach:** Focused on holistic development by organizing comprehensive induction and orientation programs to effectively integrate students into the academic framework.
- **Commitment to Quality Enhancement:** Demonstrated a proactive role in aligning academic and administrative processes with institutional goals, ensuring sustained quality improvement.

File Description	Documents
Paste link for additional information	**Nil**
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

Periodic Review Mechanism: The IQAC conducts regular reviews of the convocation program, incorporating feedback from students, faculty, and alumni to ensure continual refinement and alignment with institutional standards.

Structured Planning for Convocation: The convocation program is meticulously planned by IQAC, ensuring a structured approach that upholds the dignity of the event while meeting institutional objectives.

Inclusive Participation: The convocation program involves the active participation of graduating students, faculty, alumni, and stakeholders, celebrating their contributions and fostering a sense

of belonging.

Incremental Improvement: Feedback from previous convocations is systematically analyzed by IQAC to implement improvements, resulting in a progressively better experience for participants.

Highlighting Learning Outcomes: The convocation program emphasizes the academic and professional achievements of students, reflecting the institution's commitment to quality education and successful learning outcomes.

Integration with Institutional Vision: The program aligns with the institution's vision by inspiring graduates to uphold ethical values, contribute to society, and excel in their respective fields.

Innovative Event Execution: The convocation incorporates modern practices, such as live streaming, digital certificates, and interactive sessions with eminent personalities, to enhance its reach and impact.

Comprehensive Documentation and Feedback: The IQAC ensures detailed documentation of the convocation, including participant feedback, to evaluate its success and identify areas for further enhancement in future events.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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/iqac/reports.html
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 differentlyabled 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 duringtransportation. 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_2024/aqar/cr7/7-1-1/7-1-1-specific-facilities.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

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

A. Any 4 or all of the above

of water bodies and distribution 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:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

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).

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	**No File Uploaded**

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sias.edu.in/naac_2024/aqar/cr7/7-1-9/7-1-9-details-of-activities.pdf
Any other relevant information	https://sias.edu.in/naac_2024/aqar/cr7/7-1-9/7-1-9-relevant-information.pdf

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

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.

Krishi Pathshaala

Objectives: Located near Vazhayur village, the institute promotes local farmers' economic growth by advancing banana farming with disease-free saplings developed through innovative biotechnology.

Context: Initiated in 2016 and operational since March 2017, this program addresses challenges in producing tissue culture banana plantlets. The Biotechnology Department resolved issues like sterilization and microbial contamination, with students devising an optimal growth protocol.

Practice: Acknowledging the crucial role of farmers in economic development, the institute leverages modern technology to support them. Key practices include:

- **Developing protocols for explant sterilization and media standardization.**
- **Optimizing greenhouse conditions for plant growth.**
- **Distributing disease-free plantlets to farmers free of cost.**

Evidence of Success: From 2020 to 2023, students produced and distributed 1,630 disease-free banana saplings to local farmers, gaining widespread acceptance and boosting demand.

Challenges and Resources Required:

- Managing the lab and greenhouse requires resource mobilization and management support.
- Persistent contamination issues in the media.
- Limited lab time due to university schedules.
- Water scarcity during summer affects greenhouse irrigation.
- Additional funding is needed for an incubation center.

This initiative demonstrates the institute's commitment to sustainable agriculture and farmer empowerment.

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_2024/aqar/cr7/7-2-1/7-2-1-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 is committed to societal betterment by promoting excellence in science, arts, and technology. It aims to nurture leaders across diverse academic disciplines through the following key initiatives:

Leaders Academy

This program offers a comprehensive curriculum that includes:

- 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 Behavior

IAS Academy

The one-year residential program attracts students from across India, including Tamil Nadu, Andhra Pradesh, and Telangana. Scholarships are provided to eligible candidates, ensuring accessibility and inclusivity.

Research Directorate

Key achievements include:

- Securing financial support for UG and PG research projects from KSCSTE, Government of Kerala.
- Receiving NGO funding of ?2.5 lakhs for a hydroponics research project.
- Hosting National Workshops and Research Methodology Workshops funded by KSCSTE.
- Organizing an IPR Workshop supported by DBT and KSCSTE.
- Celebrating National Science Day with funding from DBT and KSCSTE.

These initiatives reflect the institution's dedication to fostering innovation, leadership, and academic excellence.

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 follows the curriculum, syllabi, and academic calendar set by the affiliated University for both undergraduate and postgraduate programs. Each academic year begins with detailed planning and coordination, with the College Council and IQAC working together to formulate strategies for effective curriculum delivery and enrichment.

The College Calendar is synchronized with the University's academic calendar and provides the annual academic plans, including tentative dates for internal examinations.

The Timetable Committee creates the master timetable, taking into account faculty workload, while departments develop action plans for both curricular and co-curricular activities. Faculty members are assigned courses and academic responsibilities during departmental meetings. The institution's ERP system is utilized to coordinate course plans, semester schedules, timetables, and academic activities.

Monthly department meetings are held to plan academic activities, which are then reviewed and approved by the College Council.

Internal examinations are held twice per semester, following the university's patterns. Student performance is closely monitored through advisory schemes and mentor-mentee evaluations.

Remedial classes are provided for slow learners, while advanced learners receive specialized training for competitive exams. Additionally, value-added courses and certificate programs are offered to further improve students' subject knowledge.

Real-time attendance is tracked via the institution's ERP system, and student feedback collected at the end of the academic year is used to guide improvements and recommendations, which are evaluated by the relevant committees.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sias.edu.in/resources/ecdc.html

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

Examinations and other academic activities are scheduled and communicated to both students and faculty in advance. All clubs, committees, and cells plan their co-curricular activities in such a way as to avoid any conflicts with internal examination dates.

Faculty members prepare the semester and course plans in accordance with the academic calendar and timetable, which are accessible through the institution's ERP portal. The academic calendar ensures the smooth progression of course material coverage and readiness for examinations.

Internal Examination Committee (IEC) The Internal Examination Committee (IEC) is responsible for conducting centralized internal examinations in alignment with the academic calendar. Circulars announcing the commencement of examinations are distributed by the IEC based on the tentative dates outlined in the calendar.

In the event of unavoidable changes to the examination schedule, students are promptly informed, and necessary adjustments are made to ensure the examinations are completed without unnecessary delays. The IEC oversees the collection of answer scripts, the evaluation process, and the declaration of results.

Internal marks are uploaded to the University Portal following the University's guidelines. Additionally, an Annual Academic and Administrative Audit is conducted to identify and address any discrepancies in adhering 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 process of the affiliating University	A. All of the above

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

19

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)

13

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

1159

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 effectively integrates crosscutting themes into its curriculum, ensuring these values are woven into the student experience. The syllabus includes 154courses focused on professional ethics and 127courses dedicated to human values, demonstrating a strong commitment to ethical and values-based education. Additionally, the institution offers a value-added course on "Professional Ethics" to impart deontological ethical principles to students.

Students actively engage in community service, collaborating with NGOs on initiatives such as health and hygiene awareness programs, blood donation camps, palliative daycare, AIDS Day observances, and village adoption projects. These activities reflect their dedication to social responsibility. Their participation in flash mobs, awareness campaigns, and debates, all designed to promote values, ethics, and socially responsible behavior, further exemplifies their holistic development.

The curriculum also addresses genderand related issues, withcourses covering topics such as "Voices of Women," "Entrepreneurship Development," "Positive Psychology," "Human

Psychology," and "Nutrition and Health."

Environmental sustainability is a key focus, withprograms incorporating approximately 117courses on environmental awareness and sustainable practices, underscoring the institution's commitment to environmental education.

Furthermore, audit courses offered by the affiliating university, including Environmental Studies, Disaster Management, Human Rights/Intellectual Property Rights/Consumer Protection, Gender Studies, and Gerontology, play a crucial role in deepening students' understanding of these vital 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

47

File Description	Documents
Any additional information	**No File Uploaded**
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	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

619

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 from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.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	No File Uploaded

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://www.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

772

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

718

File Description	Documents
Any additional information	**No File Uploaded**
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

The institution assesses student learning diversity through the "SIAS Academic Door" scheme, which incorporates several initiatives to support varied learning needs. These include Two-Tier Induction Programs at the start of each academic term, Bridge Courses to address the gap between pre-university and university learning experiences, and Entry Level Assessments to gauge students' learning levels. Additionally, academic advisors (mentors) conduct one-on-one interactions with students to gather information about their family background, personal interests, talents, achievements, and financial status.

For advanced learners, the institution offers a range of specialized programs such as Skill Enhancement Programs, NET/JRF Coaching, Research Methodology classes, and sessions on Intellectual Property Rights (IPR). Forums like Leaders Academy, A4 Apt, Journal Club, and Open Book Exams, along with home assignments, are also tailored to support their development.

Slow learners receive additional support through Peer and One-to-One Learning initiatives. Class advisors organize peer learning sessions to address insecurities and help bridge learning gaps. Remedial classes are offered to address academic weaknesses, and

bilingual explanations are provided for students who need extra help. The Faculty Individual Attention to Students (FIAS) program is designed to assist slow learners by providing simplified notes and question banks, ensuring comprehensive understanding and support.

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
1980	**81**

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

1. Basics of Photography:

Hands-on workshops introducing students to the fundamentals of photography, including camera handling, composition, and lighting techniques.

2. Media Analysis:

Interactive sessions analyzing media content, fostering critical thinking, and understanding the influence of media in shaping public opinion.

3. Film Screening:

Curated screenings of significant films followed by discussions to explore themes, storytelling techniques, and cultural contexts.

4. Foot Safety on Wheels:

Awareness programs and practical sessions focusing on road safety, responsible driving, and protective measures for students.

5. Colloquium:

A platform for students to present and discuss research, ideas, and innovations, encouraging collaborative learning and intellectual exchange.

6. Internship Program:

Industry-oriented internships offering real-world exposure and practical experience in various fields to bridge the gap between academics and industry requirements.

7. Skill Announcement Program:

Sessions introducing students to essential life and career skills, ranging from communication and leadership to technical proficiencies.

8. Training Program:

Tailored training initiatives aimed at enhancing specific skills aligned with academic and professional goals.

9. Inter-College Expo:

A vibrant exhibition showcasing student projects, innovations, and talents, fostering healthy competition and peer learning.

10. Academic/Industrial Visits:

Organized visits to academic institutions and industries to provide students with exposure to cutting-edge technologies, processes, and best practices.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

in maximum of 200 words

The college effectively integrates ICT-enabled teaching methods to enrich the overall teaching-learning experience, prioritizing a learner-centric approach. The IQAC actively encourages faculty participation in empowerment programs, refresher courses, and workshops focused on enhancing ICT-based teaching and learning practices.

Digital infrastructure, including computers, laptops, printers, scanners, and various software programs, supports a dynamic learning environment. All classrooms are equipped with short throw overhead LCD projectors, promoting interactive and engaging learning experiences.

A wide range of informative tools, such as Google Workspace, Moodle, Zoom, Padlet, Microsoft Office Suite, Adobe Photoshop, Python IDLE, NCBI-BLAST, ChemDraw, and SQL, are seamlessly integrated into teaching methodologies.

The college also offers plagiarism detection software, DupliChecker, through its library, ensuring academic integrity during manuscript preparation.

For assessment, the college utilizes online tools like Moodle, Testmoz, Edmodo, Google Classroom, Google Forms, and Kahoot! for prompt evaluations and feedback. Assignments and exams are efficiently managed through the new LMS platform, Embase Pro Suite, which allows for online submissions and immediate feedback.

With campus-wide internet connectivity, a Digital Library, and access to e-resources such as N-LIST, DELNET, NDLI, and online forums like NDLI-Club, the college ensures broad access to materials, supporting effective learning and knowledge sharing.

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

79

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

81

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

438

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, managed by the Internal Examination Committee (IEC), adheres to University of Calicut regulations, ensuring transparency in assessment, recording, and publishing results. The IEC oversees centralized internal exams twice per semester, with a convener appointed by the Principal. Examination schedules are published at least 10 days before exams in the Student Handbook and academic calendar. Faculty prepare question papers according to university patterns.

The IEC coordinates invigilation duties, seating arrangements, and retests for eligible students, addressing suspected malpractice with transparency and issuing warnings as needed. A grievance redressal system is in place for internal exams.

Internal examination scores contribute 50% to the overall internal assessment, with the other 50% based on seminars, attendance, and assignments. Seminar performance is evaluated on classroom management, subject knowledge, language delivery, and material quality, using tools like PowerPoint or whiteboards. Assignments are submitted on time and assessed based on course requirements.

The IEC has a dedicated grievance redressal mechanism for internal examination concerns, and the college-wide Grievance Redressal Forum ensures students can file complaints with timely 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 has a three-tier Grievance Redressal system to address student concerns about examinations at the Department, College, and University levels.

Department Level After exams, students can discuss concerns with their teachers. If unresolved, they can approach the department's grievance redressal committee for a prompt resolution.

College Level If students are dissatisfied with the department's decision, they can escalate the matter to the college-level grievance cell, chaired by the Principal and senior faculty members. The committee will prioritize the issue, take appropriate action, and provide updates. If unresolved at the college level, students may escalate it further to the University. For external exams, complaints should be directed to the chief assistant superintendent, who forwards them to the Principal, acting as Chief Custodian.

University Level The final resolution for grievances related to university examinations rests with the Registrar or Controller of Examinations at the affiliating university.

Additionally, the institution organizes class-wise meetings with parents after each semester's internal exams. Subject teachers discuss student-related issues with parents, offering suggestions and guidance to enhance academic performance in the future.

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

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 includes Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), outlining the expected achievements for students upon completing their studies. These outcomes, along with the curriculum, are regularly updated and made available on the institution's website for easy access by both students and faculty. Additionally, they are displayed in every classroom.

During the admission process, the admission committee informs students and parents about the program outcomes. At the start of each academic year, students are provided with handbooks and academic calendars containing detailed information on the outcomes. The importance of Programme, Programme Specific, and Course Outcomes is thoroughly explained to students and parents during the Student Induction Programme (SIP).

The Internal Quality Assurance Cell (IQAC) organizes faculty development and orientation programs focused on Outcome-Based Education (OBE), highlighting the expected achievements for students upon completion of their studies. These initiatives help faculty members understand the significance of OBE and encourage the adoption of innovative teaching methods.

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 a key component of NEP 2020, supporting its goals of fostering student-centered learning, accountability, flexibility, and quality assurance. In the context of higher education, OBE involves mapping and achieving intended learning outcomes that are closely linked to program objectives.

The process begins with defining clear Program Outcomes (POs) and Program Specific Outcomes (PSOs), which serve as the primary goals for academic programs. Course Outcomes (COs) are then developed to align with POs and PSOs, detailing the knowledge,

skills, and competencies students should acquire.

OBE attainment is measured through both direct and indirect assessment methods. Direct attainment is evaluated through examinations, projects, presentations, and performance assessments, all directly linked to the course outcomes, ensuring students meet predefined knowledge standards.

Indirect attainment is assessed through tools such as Course Exit Surveys, Alumni Surveys, and Employer Surveys, which collect feedback to assess the effectiveness of the POs and PSOs. The final attainment values for POs and PSOs are calculated by combining the direct and indirect attainment results in an 80:20 ratio.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://sias.edu.in/academics/learning-outcomes.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

503

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)

7.0

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

10

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.skylinebuilders.com/

3.2 - Innovation Ecosystem

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

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

7

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

11

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

55

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

File Description	Documents
Paste link for additional information	**Nil**
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

1

File Description	Documents
Any additional information	View File
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

17

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

524

File Description	Documents
Report of the event	View File
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

44

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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 spans a built-up area of 136,720 sq. ft., encompassing the Main, Science, and Library blocks. These facilities house classrooms, laboratories, central instrumentation, computer labs, and various administrative offices. Additional amenities include examination halls, auditoriums, a happiness center, an open-air stage, and a Physical Fitness Centre.

The classrooms are well-equipped, with 54 spacious rooms featuring LCD projectors, whiteboards, and Wi-Fi and LAN connectivity. Each department has dedicated staff rooms. The institution boastsadvanced laboratories in fields such as biochemistry, biotechnology, and physics. The computer infrastructure includes 247computers, with specialized labs for informatics and language/bioinformatics, along with computers and printers in all staff rooms and labs.

The library offers comprehensive services, including a reprographic center, barcode reader for book issuance, and a digital library providing access to various e-resources and repositories. Wi-Fi and LAN connectivity is available in classrooms and staff rooms, along with UPS backup and generators to ensure an uninterrupted power supply. The main building lobby features an LED display for campus updates.

Hostel facilities include purified water, separate accommodations for men and women, common rooms, prayer halls, and essential appliances. Administrative efficiency is enhanced with EPABX telephones, cash counting machines, and suggestion boxes for

feedback.

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 is committed to nurturing students for societal contribution while prioritizing their holistic well-being. It offers a wide range of facilities to promote cultural, sports, fitness, and yoga activities, creating a supportive environment for overall development.

Cultural facilities include a large auditorium with a 1,000-seat capacity, green rooms, an AV theatre, open-air stages, and seminar halls. The Fine Arts Committee provides special coaching, preparing students for college-level competitions and beyond.

Sports amenities are extensive, featuring outdoor fields, courts for volleyball, badminton, handball, football, cricket nets, and basketball. Indoor facilities include a fitness center, table tennis, carrom, chess, judo, and yoga halls. Talented students receive rigorous training and participate in competitions at various levels, benefiting from these resources.

The college's students achieve remarkable success in arts and sports, excelling at the University, State, and National levels, which highlights the effectiveness of the institution's facilities and support programs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sias.edu.in/naac_2024/aqar/cr4/4-1-2/4-1-2-infrastructure-for-sports-and-culturals.pdf

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

54

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sias.edu.in/resources/ICT-enabled-facilities.html
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)

481.50

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 13,303 books, subscribes to 60 periodicals, and accommodates 104 individuals. It also features a Digital Library with 20 computers and offers access to resources to N-LIST.

The library is fully automated using KOHA ILS (Version 21.11.13.000) and Greenstone Digital Library software for digital collections. Book acquisition, cataloguing, and circulation are managed via ILS, with an OPAC for easy access. Books are barcoded, and transactions such as issue, return, and renewal are carried out using barcode ID cards. An automated gate register

manages entry and exit, and wireless barcode readers are used at the circulation counter. The library also provides NVDA screen reader software for visually impaired users.

The library's blog (https://siaslibrary.wordpress.com) shares updates on products and services. Key sections include Circulation, Technical, Stack Room, Reference, Career Corner, Newspaper Reading Area, Reprographic Section, Digital Library, and CD/DVD Section.

Services offered include loan, reference, new arrival displays, access to INFLIBNET-NLIST and DELNET, Web OPAC, plagiarism checking, audio books, and library orientations. The library also provides lockers for personal belongings, CCTV for security, and high-speed internet (350mbps).

Library Resources:

- Total Volumes: 13,303
- Periodicals: 60
- E-Books (via N-LIST): 199,500+
- E-Journals: 6,150
- Newspapers: 9
- Projects: 961
- Dissertations: 520
- CD/DVDs: 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)

0.354

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

177

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 continually upgrades its IT infrastructure by incorporating the latest technologies. Over the past five years, the number of computers has grown from 20 to 216. All classrooms are equipped with wireless LCD projectors to enhance the teaching experience. Through a collaboration with Microsoft, the

institution has received 100 free Windows licenses.

The Library and Information Centre is fully automated with the KOHA ILS system, managing acquisitions, cataloguing, circulation, and providing a user-friendly OPAC. It includes 20 computers for digital library access, with barcoded ID cards for efficient book transactions. NVDA software to cater thevisually impaired students.

The internet bandwidth has been upgraded to 350 Mbps, and a leased JIO-Wi-Fi connection has expanded coverage to key areas. The institution's mobile app, integrated with the ERP system, provides attendance tracking and notifications. Fee payments are handled via Azure for the next seven years. In 2021, the institution introduced the EMBASE ERP system, which replaced the previous software in 2022, benefiting teachers, students, and parents.

Biometric attendance is implemented for staff and hostellers. Communication is enhanced with LED displays, a dynamic website, and vehicle tracking systems mandated by the Kerala government. Zoom webinars can host up to 1,000 participants, while Moodle LMS and ECDC facilitate online learning. The institution is also active on YouTube, social media, and blogs for timely updates.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://sias.edu.in/naac_2024/aqar/cr4/4-3-1/4-3-1-wifi-access-point-cover.pdf]()

4.3.2 - Number of Computers

247

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)

312.14

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 proper lighting, all equipped with LCD projectors. Separate hostels for boys and girls are managed by appointed wardens. Maintenance requests are promptly addressed by the Administrative Officer and Principal, prioritizing urgency. The girls' hostel is equipped with an in-house Sewage Treatment Plant that recycles water for gardening. Emergency transportation to IQRA Hospital is provided through a signed agreement.

The maintenance budget is prepared annually in consultation with a committee and approved by management. The college contracts external service providers for the upkeep of equipment such as generators, water purifiers, EPABX systems, and photocopiers, ensuring reliable power, clean drinking water, and efficient communication.

A Project Engineer oversees building maintenance and coordinates repairs with the Chief Operating Officer. Routine maintenance is managed by the cleaning staff, with campus painting carried out annually. Furniture is repaired or replaced as needed. Faculty supervise lab maintenance, with repairs authorized by the Administrative Officer and Principal after reviewing technician quotations.

The library, overseen by a qualified Librarian and Library Advisory Committee, ensures the annual rebinding of damaged books. Electrical and plumbing issues are logged and addressed swiftly. Sports facilities are maintained by the Physical Education department, while security, including CCTV surveillance and parking, is managed effectively. E-waste is handled through an MoU with a recycling company, and digital infrastructure is covered by AMC, 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

9

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

1237

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	

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

445

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

445

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 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

A. All of the above

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

65

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

173

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

4

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.

7

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 university/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 student representation in various committees and decision-making bodies, including the Grievance Redressal Committee, Anti-ragging Committee, Internal Complaints Cell, Ethics Committee, SC/ST & OBC Cell, and the Internal Quality Assurance Cell (IQAC). This encourages a collaborative relationship between students and the administration.

Students' Union Elected through a parliamentary election system, the students' union plays a crucial role in campus governance. It 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 department. The union acts as a liaison between students and the administration, coordinating social and cultural activities.

Guided by a staff advisor, the union fosters awareness of civil duties, rights, leadership, and service. It organizes events for National and International days, publishes the college magazine, and encourages student participation in arts, culture, and sports. The union also represents the college at local and

national levels.

Major Events

- Oath-taking ceremony for newly appointed Student Union Council members, marking the official start of their term.
- Inauguration of Union and Department Associations, featuring academic and cultural activities.
- Fine arts events showcasing student talent, such as poetry writing and Kerala traditional art forms.
- Celebrations for Day Observations, festivals, debates, discussions, and quizzes on current issues.
- Annual college and sports day celebrations to recognize and honor outstanding students.
- Farewell programs fostering unity among students.

File Description	Documents
Paste link for additional information	Nil
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

48

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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, the "Old Students Association of Rasiya Nagar" (OSRA), which aims to foster and maintain mutually beneficial connections between alumni, students, faculty, and staff. The association's elected Executive Committee comprises individuals committed to organizing initiatives that uphold the institution's pride and legacy. OSRA organizes programs that celebrate campus traditions and encourage lifelong involvement.

Key events hosted by the association include:

- Meet The Stars: A platform for alumni to interact with and gain inspiration from eminent former students.
- Inclusion Summit: A cap distribution initiative supporting individuals with physical and mental disabilities.
- When I Step Out of College: A career guidance event focused on opportunities in microbiology, life sciences, and both medical and non-medical domains.
- Design Your Path to Career Success: A session offering career navigation tips for current students.
- Discover Your Abilities and Shape Your Future: Aimed at helping students understand their strengths, develop their skills, and plan their future careers.
- Exploring Horizons: An event that provides insights into higher education opportunities and diverse career pathways.

The association also plays a leading role in social activities to raise funds for scholarships and financial assistance for needy students, including alumni donations in gratitude for their alma mater.

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)	**A. ? 5Lakhs**

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 institution's vision is "To be a globally acclaimed academic institute, empowering citizens, especially from marginalized communities, with the competencies and character needed for constructive nation-building through quality higher education and research across multi-disciplinary fields." This vision is upheld through the governance of the Managing Committee under the SAFI Trust.

Managing Committee: Responsible for overseeing policy-making, implementing goals, and finalizing strategic plans in line with University guidelines.

Principal: The executive head who manages day-to-day operations, with support from the College Council, statutory bodies, Administrative Office, PTA, and Alumni Association.

College Council: Comprising the Principal and Department Heads, the Council discusses and decides on strategic plans, ensuring continuous involvement of faculty members.

Faculty Members: Responsible for managing various statutory bodies, including the SC/ST and Equal Opportunity Cell, Minority Cell, Anti-Ragging Cell, Grievance Redressal Committee, Discipline Committee, and Internal Complaints Committee (ICC).

To fulfill its vision, the institution takes several key initiatives:

- SAFI IAS Academy: Aimed at nurturing future leaders who will contribute to national development.
- SAFI-Open Distance Learning: Provides high-quality online and digital learning opportunities.
- Leaders' Academy: Fosters competent and dedicated students through quality education while promoting social responsibility, excellence, and ethical integrity.
- Active participation in SWAYAM-NPTEL and sponsorship of Coursera to facilitate flexible learning platforms.
- Promoting the use of ICT in the teaching and learning process through memberships in NDLI Club, N-List, and DELNET.

- **Management Scholarships & Freeships: Supports economically disadvantaged students, accelerating their access to educational opportunities.**

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.

Based on feedback from students during the 2022-2023 academic year, the library faced significant challenges, including a lack of books, insufficient seating, and an environment not conducive to reading. These concerns were highlighted during theCouncil Meeting, where the Internal Quality Assurance Cell (IQAC) presented the findings.

The Management, Principaland council members engaged in detailed discussions to address these issues and identify effective solutions. Recognizing the importance of a well-functioning library for academic success, they prioritized the renovation of the facility as a step toward creating a resourceful, student-friendly learning space.

The renovations included:

- **Reprographic Centre Extension: Extending the reprographic facilities to outdoor areas, providing additional space and improved accessibility.**
- **Collection Expansion: Adding a substantial number of new books to cater to the academic and research needs of students and faculty.**
- **Reading Area Enhancement: Expanding the reading area to accommodate more students and introducing comfortable seating to improve the academic experience.**

These improvements led to a notable increase in library footfall, transforming the library into a vibrant hub for academic activities and reinforcing its role as a cornerstone of the institution's commitment to its academic excellence.

File Description	Documents
Paste link for additional information	https://sias.edu.in/resources/photos/library.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 develops strategic or perspective plans to outline the institution's objectives and future strategies. Currently, the institution follows the Strategic Plan 2020-2030, designed in line with the National Education Policy-2020. This plan prioritizes academic flexibility, interdisciplinary learning, capacity building through ICT tools, and promoting equity and inclusion to cultivate ethical leaders. The key objectives include attaining Autonomous Degree Granting College status, establishing Centers of Excellence in Education and Leadership Development, and fostering partnerships with industries and international institutions.

A primary focus of the Strategic Plan 2020-2030 is achieving Autonomous Degree Granting College status. Significant progress has been made, including securing NAAC accreditation with the highest grade of A++ (3.54). The institution is also working towards establishing a "Research Center" in collaboration with Lincoln University College (LUC), Malaysia, which is recognized by the Association of Indian Universities (AIU). This partnership offers academicians, professionals, and corporate employees a unique opportunity to pursue an international Ph.D. qualification. With a well-structured strategic focus and proactive measures, the institution is set to accomplish its vision and mission effectively, strengthening its reputation as a leader in 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, under the Board of Trustees of SAFI, functions as the apex body for policy-making and establishing a framework to implement proposals related to perspective plans. After discussions with stakeholders, they approve the proposals.

The Principal is responsible for overseeing daily operations and ensuring the implementation of the Managing Committee's directives in accordance with government, University, and regulatory guidelines.

The College Council acts as an advisory body to the Principal, making key decisions on academic matters with support from the IQAC and PTA.

The Administrative Officer supervises staff across various areas, including office, library, support, and hostel operations.

Academic departments are managed by respective Boards of Studies, led by the Head of Department (HOD), who oversees faculty, laboratory staff, and students.

A variety of committees and cells support student affairs and administration, including statutory bodies like the Grievance Redressal Committee, Anti-Ragging Committee, Internal Complaints Cell (ICC), SC/ST & Equal Opportunity Cell, and OBC & Minority Cell.

Recruitment is based on merit and advertised through newspapers and online platforms. Interviews are conducted by the Principal, HODs, and external subject experts following University guidelines.

Employees follow the institution's HR policies, service rules, and disciplinary regulations, alongside those set by the University and Directorate of Collegiate Education.

The Grievance Redressal Cell, led by a senior faculty member, addresses employee concerns through a three-tier system for departmental, college, and university grievances, with separate cells for internal exam issues.

File Description	Documents
Paste link for additional information	**Nil**
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 institution implements various initiatives to strengthen the bond between employers and employees, fostering a cohesive SAFI fraternity. Key measures include:

- **Financial aid for faculty to attend seminars, webinars, workshops, and conferences.**
- **Interest-free loans for purchasing laptops and smartphones.**
- **Annual performance-based increments.**
- **Provident Fund and Gratuity security.**
- **Health insurance coverage through ESI and medical insurance.**
- **Festival allowances and interest-free short-term loans for non-teaching staff.**
- **Medical and maternity leave provisions.**
- **Fee concessions for staff children attending the institution.**

- Vacation salary and free transportation.
- Free uniforms for support staff.
- Food concessions and complimentary refreshments for support staff.

Additionally, the management sponsors programs to enhance social and skill development, including:

- Training programs and workshops led by professional trainers and experts (FDPs)
- Administrative training sessions to improve managerial skills, with occasional counselor-led talks.
- Annual recognition of outstanding teachers based on comprehensive evaluations.
- Best Department awards to promote academic excellence.
- Honoring teachers for their academic and non-academic achievements.
- Cultural events, retreats, and staff tours to strengthen internal cohesion.
- Fitness programs and sports meets to encourage staff physical well-being.
- On-campus amenities such as family quarters, rent-free accommodations, Wi-Fi, designated parking, ATM facilities, and clean washrooms near departments and offices.

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2024/aqar/cr6/6-3-1/6-3-1-a-incometax.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

74

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

8

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	**No File Uploaded**
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

80

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

Performance Appraisal Report for Academic Year 2023-24

The institution's appraisal system for faculty increment in 2023-24 focuses on evaluating contributions in teaching, research, academic activities, and administrative duties. The key performance areas are summarized below:

1. Workload and Teaching Innovations

Faculty members effectively managed their assigned teaching workload while implementing innovative strategies such as ICT-enabled teaching, blended learning, and continuous assessment methods to enhance student engagement and learning outcomes.

2. Research and Academic Contributions

Faculty demonstrated strong research engagement by:

● **Publishing papers in UGC CARE and Scopus-indexed journals.**

● **Contributing to book chapters and edited volumes.**

● **Leading ongoing/completed research projects and filing patents.**

3. Participation in Academic Events

Faculty members actively participated in national and international conferences as keynote speakers, session chairs, and presenters. They also contributed as resource persons and

subject experts in academic and professional events.

4. Additional Academic and Outreach Activities

Faculty conducted workshops, FDPs, online courses, and outreach programs, enhancing their professional development and contributing to institutional growth.

5. Administrative and Departmental Responsibilities

Faculty efficiently handled college- and department-level duties, actively participating in committees, mentorship programs, and extracurricular activities.

6. Achievements and Recognitions

Faculty received recognition through awards and appointments in academic bodies, showcasing their contributions at the university, state, national, and international levels.

File Description	Documents
Paste link for additional information	https://aucollege.ugc.ac.in/College/ProposalAutomomous/Basic
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 ensures transparency through regular internal and external financial audits. Internal audits are conducted by in-house experts, while statutory audits are performed by Chartered Accountants appointed by the institution.

External Audit: At the end of each financial year, the institution conducts an external audit. This begins with a managing committee meeting to appoint a statutory auditor, typically a Chartered Accountant.

The auditor reviews documents such as prior audit reports, bank statements, ledgers, organizational charts, board minutes, and bylaws. An audit plan is created, internal controls are assessed,

and discrepancies are addressed.

A final audit report, along with recommendations, is prepared, and the financial statement is filed as per statutory requirements.

Internal Audit: Internal regulations require that purchase requests and tenders are submitted to the Principal for approval. Once approved, the Chief Accountant processes invoices, which are verified by the Administrative Officer.

The Principal reviews the financial data for accuracy before authorizing payments. For payments over ?25,000 (excluding fixed assets and salaries), approval from the Treasurer or General Secretary is needed.

College finances are closely monitored by the Principal, Administrative Officer, and Chief Accountant, with all transactions processed transparently. An internal audit ensures financial oversight, and the verified audit report is submitted to the institution's Head after detailed checks.

File Description	Documents
Paste link for additional information	https://sias.edu.in/naac_2024/aqar/cr6/6-4-1/6-4-1-audited-statement-of-accounts.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)

302.92

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 the Social Advancement Foundation of India (SAFI), which ensures that the income generated is optimally utilized within the institution itself.

The major sources of income for the college are as follows:

- 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 Funds (Corporate Social Responsibility)
- FCRA Funds (Foreign Contribution Regulation Act)

The fee collected from students is primarily used to meet the salary requirements of the staff.

Donations from trustees, philanthropists, and non-governmental bodies, along with FCRA and CSR funds, are utilized for infrastructural development and campus maintenance, as outlined in the strategic and perspective plans.

Contributions from alumni and the PTA are primarily used to support cultural events and provide financial assistance for student welfare initiatives.

Additionally, funds are allocated to support the economic welfare of the staff through measures such as ESI (Employee State Insurance), PF (Provident Fund), and Gratuity, ensuring their

economic security.

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

- **Annual Academic Planning: IQAC facilitated the annual academic planning exercise to ensure structured and goal-oriented educational activities for the year.**
- **Faculty Development Programme: Organized "Pedagogy Prodigies 2023," a residential FDP to empower faculty with advanced teaching methodologies and prepare them for future educational challenges.**
- **Student Induction Programs: Successfully conducted the orientation program for Undergraduate and Postgraduate students named Deeksharambh, aiding them in adapting to the new academic environment.**
- **E-Governance Training: Conducted training sessions for teaching and non-teaching staff, enhancing administrative efficiency through the use of e-governance tools and practices.**
- **Workshop on Curriculum Innovation: Organized a workshop focused on curriculum relevance and innovation to align academic programs with contemporary needs.**
- **Faculty Welfare Program: Arranged a session on mutual funds for teaching and non-teaching staff to emphasize financial literacy and welfare.**
- **Enhancing Administrative Processes: Ensured the seamless implementation of e-governance practices, promoting transparency and efficiency in institutional operations.**
- **Professional Development Opportunities: Created platforms for continuous professional development through residential and non-residential programs, fostering a culture of learning and innovation.**
- **Student-Centric Approach: Focused on holistic development by organizing comprehensive induction and orientation programs to effectively integrate students into the academic framework.**

- **Commitment to Quality Enhancement: Demonstrated a proactive role in aligning academic and administrative processes with institutional goals, ensuring sustained quality improvement.**

File Description	Documents
Paste link for additional information	**Nil**
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

Periodic Review Mechanism: The IQAC conducts regular reviews of the convocation program, incorporating feedback from students, faculty, and alumni to ensure continual refinement and alignment with institutional standards.

Structured Planning for Convocation: The convocation program is meticulously planned by IQAC, ensuring a structured approach that upholds the dignity of the event while meeting institutional objectives.

Inclusive Participation: The convocation program involves the active participation of graduating students, faculty, alumni, and stakeholders, celebrating their contributions and fostering a sense of belonging.

Incremental Improvement: Feedback from previous convocations is systematically analyzed by IQAC to implement improvements, resulting in a progressively better experience for participants.

Highlighting Learning Outcomes: The convocation program emphasizes the academic and professional achievements of students, reflecting the institution's commitment to quality education and successful learning outcomes.

Integration with Institutional Vision: The program aligns with the institution's vision by inspiring graduates to uphold ethical values, contribute to society, and excel in their respective fields.

Innovative Event Execution: The convocation incorporates modern

practices, such as live streaming, digital certificates, and interactive sessions with eminent personalities, to enhance its reach and impact.

Comprehensive Documentation and Feedback: The IQAC ensures detailed documentation of the convocation, including participant feedback, to evaluate its success and identify areas for further enhancement in future events.

File Description	Documents
Paste link for additional information	**Nil**
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/iqac/reports.html
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 differentlyabled 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 duringtransportation. 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_2024/aqar/cr7/7-1-1/7-1-1-specific-facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy | A. 4 or All of the above

conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

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 system in the campus	**A. Any 4 or all of the above**

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**	**A. Any 4 or All of the above**

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

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).

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	No File Uploaded

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sias.edu.in/naac_2024/aqar/cr7/7-1-9/7-1-9-details-of-activities.pdf
Any other relevant information	https://sias.edu.in/naac_2024/aqar/cr7/7-1-9/7-1-9-relevant-information.pdf

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	A. All of the above

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	

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

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.

Krishi Pathshaala

Objectives: Located near Vazhayur village, the institute promotes local farmers' economic growth by advancing banana farming with disease-free saplings developed through innovative biotechnology.

Context: Initiated in 2016 and operational since March 2017, this program addresses challenges in producing tissue culture banana plantlets. The Biotechnology Department resolved issues like sterilization and microbial contamination, with students devising an optimal growth protocol.

Practice: Acknowledging the crucial role of farmers in economic development, the institute leverages modern technology to support them. Key practices include:

- Developing protocols for explant sterilization and media standardization.
- Optimizing greenhouse conditions for plant growth.
- Distributing disease-free plantlets to farmers free of cost.

Evidence of Success: From 2020 to 2023, students produced and distributed 1,630 disease-free banana saplings to local farmers, gaining widespread acceptance and boosting demand.

Challenges and Resources Required:

- Managing the lab and greenhouse requires resource mobilization and management support.
- Persistent contamination issues in the media.
- Limited lab time due to university schedules.
- Water scarcity during summer affects greenhouse irrigation.
- Additional funding is needed for an incubation center.

This initiative demonstrates the institute's commitment to sustainable agriculture and farmer empowerment.

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_2024/aqar/cr7/7-2-1/7-2-1-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 is committed to societal betterment by promoting excellence in science, arts, and technology. It aims to nurture leaders across diverse academic disciplines through the following key initiatives:

Leaders Academy

This program offers a comprehensive curriculum that includes:

- 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 Behavior

IAS Academy

The one-year residential program attracts students from across India, including Tamil Nadu, Andhra Pradesh, and Telangana. Scholarships are provided to eligible candidates, ensuring accessibility and inclusivity.

Research Directorate

Key achievements include:

- Securing financial support for UG and PG research projects from KSCSTE, Government of Kerala.
- Receiving NGO funding of ?2.5 lakhs for a hydroponics research project.
- Hosting National Workshops and Research Methodology Workshops funded by KSCSTE.
- Organizing an IPR Workshop supported by DBT and KSCSTE.
- Celebrating National Science Day with funding from DBT and KSCSTE.

These initiatives reflect the institution's dedication to fostering innovation, leadership, and academic excellence.

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

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