SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SAFI INSTITUTE OF ADVANCED STUDY(SIAS)

RASIYA NAGAR, VAZHAYOOR EAST P.O., MALAPPURAM, KERALA- 673 633
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

SAFI Institute of Advanced Study (SIAS), Vazhayur is an unaided college affiliated to the University of Calicut, situated in Malappuram District of Kerala. It was established on 29th August, 2005, under a non-profit, registered charitable trust SOCIAL ADVANCEMENT FOUNDATION OF INDIA (SAFI) which came into existence in September 2001 as a materialisation of the concept conceived by **Dr. Siddique Hassan** to facilitate the upliftment of minority communities. The trust is constituted by a team of dedicated educationists, committed philanthropists and social engineers. At present the institution is under the chairmanship of **Padma Shri Dr. Azad Moopan,** chairman and managing director of Aster DM Healthcare.

The institute devotes itself to serve the economically weak, socially underprivileged community and strive for the transformation of backward people into a society competent in every respect to meet the challenges of the modern world. The institution is located in a socially and educationally backward region in the Malappuram District. The campus is spread over 60 acre hillock with a built up area of 2 lakh plus square feet, on a lovely and quaint greenbelt on the slopes of the Western Ghats, with a scenic view of Chaliyar river, 22 Kilometers away from the Calicut City towards Calicut Airport. It is a partly residential campus for boys and girls providing amenities for creation of healthy cosmopolitan atmosphere and lends a tranquil ambience conducive for the curricular and co-curricular activities.

The institute is co-educational and offers 11 UG and 6 PG programmes in Arts, Science, Commerce, Management and Media studies. It is recognized by the Government of Kerala and the University Grants Commission (UGC) under 2(f). The National Commission for Minority Educational Institutions, Government of India has granted Minority status to the Institution.

The institution is certified with ISO 9001:2015; participated in the NIRF, ARIIA ranking to envisage total personality development and generation of talents capable of providing leadership and direction at the cutting edge in all spheres of life.

Vision

To be a premier academic Institute globally acclaimed for empowering citizens in general and the backward classes in particular with competencies and character for constructive nation-building through quality higher education and research in multi-disciplinary subjects.

Mission

- To offer academic courses of contemporary and futuristic importance nationally and globally.
- To create centers of excellence in frontier areas of technology, science, social science and humanities.
- To provide a conducive classroom and institutional environment that promotes effective learning, curiosity, creativity and innovation.

- To provide holistic education including life skills, emotional, moral and spiritual competencies as well as values of social responsibility, plurality and entrepreneurship.
- To undertake collaborative partnerships for facilitating exposure and adoption of best practices.

CORE VALUES

S - SOCIAL RESPONSIBILITY

Empowering weaker and underprivileged sections of our society to excel towards contribution to National development.

A - ACADEMIC EXCELLENCE

Providing quality, value-based, integrated, inter disciplinary, entrepreneurial and experiential education to create world-class talents and scholars as of relevance to contemporary needs.

F - FOCUSED HOLISTIC EDUCATION

Concerned with the development of every student's intellectual, emotional, social, physical, artistic, leadership, creative and spiritual potentials.

I - INTEGRITY AND ACCOUNTABILITY

Shared decision making with productive interactions among all stakeholders, inculcating the ethos of being impartial, selfless and sacrificial along with moral values in the pursuit of institutional goals.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Great and noble **'Vision and Mission'** marks the institute unique in the region.
- Founded and run by a non-profit charitable organisation.
- **Proactive management** with a progressive vision.
- **Picturesque, serene environment** and a **tranquil ambience for** conducive learning.
- Exponential growth of the institution in terms of infrastructure, **new generation programmes** and projects.
- Recognized by **UGC – 2(f)** and **ISO 9001:2015**, Participated in **NIRF**, **ARIIA** ranking with beginner status.
- **Recruitment of young compitated research oriented faculties** purely on **talent** basis.
- **Young**, **energetic** and **vibrant teaching community** with an average of **5 year experience** instrumental in maintaining a strong bond with students at all levels.
- Campus with research culture that actively produces **good number of research publications in reputed journals & books**.
- **SAFI Civil Service Academy** and **Leaders' academy** to support educational leadership.
- Fully Automated and Digitalized Library and Information Center with more than 10300 volumnes of books and 56 periodicals, **N-LIST**, **DELNET** access and **Plagiarism checker X** software.
- Laboratories with state of the art facility.

- Recognized as an **Active Local Chapter of SWAYAM- NPTEL (Govt. of India)**
- **Highly reputed Mass Communication and Journalism Department** with adequate infrastructure and **prominent alumni**.
- Fully automated end-to-end e- governance through **ERP software**.
- **100 percentage ICT enabled classrooms**, high speed internet with **350 mbps (including least line of 50mbps)** and **Wi-Fi enabled** campus.
- **State of the art E-content development centre** (ECDC) **Studio and Audio visual theatre**
- Well maintained **sports infrastructure and physical fitness centre**
- Effective mentoring system with **ideal mentor-mentee ratio**.
- Timely conduct of **Academic and Administrative Audit** for quality sustenance.
- **Professional development /administrative training programmes** to strengthen the teaching and managerial skills of employees.
- **Eco-friendly campus** with Greenhouse, Vermi-Composting, Biogas plant, Herbal Garden, Bio pedestal and Azolla bio-fertilizer tank.
- Practices of energy conservation and self-sustainability in power.
- **50KWp** on- **Grid solar power project** with high quality 152 SPV modules.
- **ICT enabled auditoriums** and **seminar halls** capable of seating thousands.
- Scholarly activities at UG and PG level through Research Directorate & Journal Club.
- **Lab-to-land practices** using **Plant Tissue Culture Unit** for the benefit of local small scale farmers.
- **Add on courses** to enrich the existing curriculum.
- **Accommodation** in well furnished **hostel** separately for Boys and Girls within the campus.
- **Institution owned transportation facility** to reach **rural destinations**.
- **45 MoUs (including 2 international)** and more than **100 industrial-academia linkages** to facilitate internships, projects and training programmes.
- Dynamic PTA and registered Alumni Association.

Institutional Weakness

- College has less flexibility in framing curriculum, academic calender, syllabus due to the affiliation system of the university.
- **Very few representation** of faculties in **University curriculum designing** bodies
- **Lack of placement drives**
- **Shortage of availability of goverment scholarships.**
- **Lack of research departments**
- No funding from **UGC and other bodies** for want of 12 (B) from UGC.
- Lack of **international chapters** of Alumni.

Institutional Opportunity

- Autonomous degree granting college and other openings as per NEP 2020.
- Scope for starting new innovative **programmes.**
- Attract **international students.**
- To promote students/faculty exchange programmes with International Institutions.
- Strategy to boost international student enrollment
- To develop institution's **own LMS**.
- Start **open distant learning programmes** and own platforms

- Offer more number of **new generation** of **UG** and **PG** programmes
- **New wide road** to campus for better accessibility
- Possession of **adequate land for future expansion** of the campus.
- To launch more **industrial linkages and placement drives**
- **Potential of Alumni** is yet to be explored.
- To offer more **Leadership development programmes** to the students and public.
- **Explore wind energy** as an alternative source of energy
- Starting a fully fledged **Placement Cell**
- Establishing **incubation centers** and **startups**
- To act as a **consultancy center**

Institutional Challenge

- **Lack of permanent affiliation** system of University.
- Lack of **Ph.D programmes**
- University **restrictions on Research Guideships** in unaided colleges.
- Unavailability of UGC grants due to lack of **12(B) status**.
- Lack of **Govt. grants & funded projects**.
- Lack of public transportation faced by students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution is affiliated to the University of Calicut. Established in 2005 and dedicated to the nation in 2011 by **H.E. Mohammad Hamid Ansari** (Former Vice President of India), SAFI offering **11 Undergraduate** and **6 Post graduate programmes** in Arts, Science and Commerce streams.

- An **academic calendar** is designed by the **Internal Quality Assurance Cell** and the **College Council** at the start of the academic year, in congruence with the academic calendar published by the University of Calicut.
- **Effective curriculum delivery** is ensured through a systematic and timely follow-up.
- **ICT enabled classrooms** are established to reinforce the learning process. Students and teachers pursue additional courses *via* **MOOC platforms** like **SWAYAM-NPTEL** and **COURSERA**.
- The **Internal Examination Committee** structures and conducts the internal assessment flawlessly by publishing the examination calendar in the beginning of the academic year, and by **centrally organizing the examinations** on time.
- Faculty of the institution are exemplary participants of academic activities such as **Board of Studies**, **Question paper setting**, **curriculum designing** and **evaluation processes** of **affiliating university** and **autonomous institutions**.
- All the **17 programmes follow Choice Based Credit Semester system** implemented by the affiliating university thereby providing possibilities in academic flexibility through open courses, elective courses and audit courses.
- A total of **71 Add-on** and **certificate courses** are offered by all the departments over the five years to enhance the subject knowledge of students adjoining to the curriculum.
- The **curriculum itself imparts cross cutting issues** like Professional Ethics, Gender, Human Values,

Environment and Sustainability through numerous courses provided within.

- The institution and its internal bodies regularly organize programmes like **seminars**, **field visits**, and **experts' talks** concentrating these core ideas.
- **Experiential learning** is implemented through courses in the curriculum. Students engage in **project works**, **field works** and **internships** as part of their programme completion.
- Annual **curriculum feedback** collection drive is conducted by the Internal Quality Assurance Cell among **Students**, **Teachers**, **Alumni** and **Employers**.
- The collected data is analyzed by the **IQAC** and efforts are made to improve the setbacks in the following academic year itself.
- The action taken reports are published in the institution's website for public access.

Teaching-learning and Evaluation

The institution follows a transparent admission process adhering to the norms of the affiliating University and the admission policies of the institution.

- An average **of 86.11%** students is **enrolled** for the last five years in the sanctioned seats.
- The institution fills **maximum reserved category seats ensuring student diversity** and **holistic development**.
- All the departments in the institution identify both advanced and slow learners and provide appropriate programmes to fulfill their academic prerequisites.
- For **advanced learners,** opportunities are provided in the curriculum to acquire additional skills through **certificate courses** and **summer internships** in institutes of national repute.
- Students are also encouraged to participate and present papers in national and international seminars/conferences/workshops and symposia.
- However for slow learners, **multilevel remedial coaching**, and **peer & one to one learning** is being practiced by maintaining a healthy student-teacher ratio of **23:1 to ensure individual care** and **effective mentoring**.
- Considerable numbers of experiential, participative and problem solving learning methodologies using **ICT enabled tools** guarantee effective teaching-learning experience.
- The institution incorporated the much acclaimed **Learning Management System (LMS)**, **institution owned Modular Object Oriented Dynamic Learning Environment (MOODLE) and Google workspace**, **Google classroom**, **ZOOM Webinar** as e-learning tools for enhanced teaching and learning.
- The examination system in the institution is systematically carried out and the progress of the students is continuously assessed via internal components, which include **Continuous Internal Assessment (CIA)**, regular class tests/quiz/assignments/viva-voce, **problem solving sessions, group discussions** and **seminars**.
- The institution takes effective measures in identifying and resolving the difficulties and grievances faced by the students related to the examinations.
- The institutions make sure that all the **sanctioned teaching posts** are filled on time.
- The institution has faculties with **3- 16 years of teaching experience** and currently **18.5 % of teaching faculties are Ph.D holders**.
- Programme outcomes, Programme specific outcomes and course outcomes for all programmes offered by the institution are stated in the **academic calendar** and **displayed in the institution website** and the same is evaluated periodically.
- **The Average pass percentage** of Students during last five years accounts to **82%.**

Research, Innovations and Extension

The institution constituted a **Directorate of Research,** which acts as a steering wing for the research, innovation and extension activities of the institution.

- As part of quality research promotion, the institution received **22** research projects sponsored by the **Kerala State Council for Science, Technology and Environment (KSCSTE, Govt. of Kerala)** and other **NGOs**.
- Institution organized national and international seminars, conferences and **workshops on IPR and Research methodologies.**
- Funds were received from **KSCSTE** for observing National Science day. The institution holds **16** teaching faculties with **Ph.D, 14** are **pursuing Ph.D,** and **8** are **M. Phil qualified**.
- Faculties and students have actively participated in paper presentations and publications.
- The publication division has published **7 ISBN proceedings/books** from the works submitted in the conferences and seminars organized by the institution.
- Signed **45 MoUs (2 international)** with organizations for conducting collaborative activities.
- Published book in association with **National Institute of Plant Science and Technology (NIIPST), School of Biosciences and MG University**.
- The institution's Innovation Council **(SAIC)** is the ecosystem created for innovations and has taken initiatives for creation and transfer of knowledge.
- It supports the **ED club** and **IEDC** to execute innovative programmes namely **TECHSIAS**, **SHE galleria**, **Blazon**, **Wow**, **Mushroom Cultivation**, **bio-fertilizer production, Greenhouse associated practices like hydroponics and tower garden, herbal garden, AVT cum studio for film production**, and **student magazines** for maintaining the innovation ecosystem and transfer of knowledge. Students developed **e-sia android application, vaccine bots, hydroponic system** and **chapters of tech forums** with the help of the support system provided by the institution.
- Student team won **state level Young Innovative programme** conducted by **KDISC, Govt. of Kerala**.
- **Nationally and Internationally recognized film makers** and media persons are brand ambassadors of the institution.
- The extension and outreach activities of the institute have been designed in a comprehensive manner by **NCC, NSS, clubs & departments** under the scheme **SAFI Connect** in which 85% students participated and has been recognized with 21 awards and appreciations on a five year average.
- **Paraplegia**, an annual refreshing camp for the bed ridden people is a signature programme of the institution's pain & palliative care unit.

Infrastructure and Learning Resources

The Institution has adequate infrastructure and physical facilities to support best teaching learning environment in a built-up area of **136720 sq.ft,** which includes a **Main block**, **Science block** and **Library block,** with the necessary amenities that support the functioning of the institution.

- There are **45 spacious classrooms** along with **seminar halls** equipped with overhead short throw **LCD projectors** with **white boards**.
- The institution has well equipped **state of the art laboratories, computer facility, e-content development centre, Audio visual theatre, fully digitalized Library and Information Centre** and other facilities to make the teaching learning process meaningful and effective.

- The campus has adequate facilities for conducting cultural activities, sports & games in addition to a well-equipped **physical fitness** (gymnasium & yoga centre).
- **100% of classrooms and seminar halls are ICT enabled** with **LAN & Wi-Fi facility**.
- The institution spent **an average of 52.91 lakh rupees for infrastructure augmentation**, excluding salary expenses, during the last five years.
- The institution possesses an excellent Library and Information Centre. It has a collection of more than **10,300 volumes of books** and **subscribes to nearly 60 periodicals**.
- The library has **two spacious reading rooms** with a **capacity of 80 Seats** and a **well-equipped Digital Library** with **20 computers**.
- The Library has access to online resources such as for **N-LIST**, and **DELNET.** The library has automated its operations by implementing **KOHA ILS**, **Greenstone Digital Library software**, **Web OPAC**, **screen reader software NVDA** for the benefit of visually challenged.
- The institution spent **an average of 2.34 lakhs** per year for the **purchase of books/e-books** and subscription to journals/e- journals and **10.8 % of students and teachers** have **utilized library per day** in the latest completed year.
- The institution upgrades its IT infrastructure to meet the modern requirements and has been maintaining a **9:1 student-computer ratio** and increased the **bandwidth of internet connection to 350mbps including a 50mbps leased connection**.
- An **average of 32.86 lakhs rupees per year** is spent **on the maintenance of infrastructure** excluding salary component through an **institutionalized system and procedures** for **maintaining** and **utilizing** physical, academic and support facilities.

Student Support and Progression

The institution always influences academic performances and non-academic attributes of students positively to accomplish an overall wellbeing as they face transition from high school to a college student.

- The students are encouraged to avail both Govt. and non-Govt. scholarships including the freeships provided by the management.
- Around **10.06 % of students are benefitted by scholarships provided by the Government** during last five years.
- The management is very keen in supporting eligible students by providing **scholarships and freeships which accounts to an average of 36.05%** during the aforementioned years.
- The departments, committees and clubs organize **capacity building programs** for the students to showcase their talents and skills.
- **Career guidance and competitive exam** coaching sessions lead them to the correct path in their respective course of study.
- **Around 66.71 %** of students were benefitted by the guidance of competitive examination coaching and **40.24 % of students qualified NET/SLET/C-MAT/IIT-JAM/ GATE/ CAT.**
- **An average of 15.83 % students was placed in reputed organizations** during the last five years through proper career guidance provided by the institution.
- The **average number of students progressing to higher education** including **Post graduation and Ph.D programmes** during the last five years is **21.35 %.**
- The institution encourages students to participate in cultural and sports activities organized in and out of the campus.
- The students of the institution secured around **22 awards** and **medals** for **outstanding performance in sports/cultural activities at inter-university/state/national / international level.**

- The institution organized an average of **19 sports and cultural events/competitions in the last five years.**
- The institution possesses **transparent mechanisms** for **grievance redressal**, **online** and **offline grievance submission facilities**, anti-ragging committee, internal complaint committee and grievance redressal committee for effective management of college discipline and student behaviour.
- The institution ensures **student representation** and **engagement** in **administrative committees**, **decision-making bodies** and **student council** to ensure transparency and effective involvement in the administration processes.
- The college students union organizes important events which include arts day, sports day, commemorative days and college annual day.
- The institution has a **registered alumni association, OSRA**, which supports the institution and students financially and non-financially.

Governance, Leadership and Management

The institution is centrally governed by the charitable trust **Social Advancement Foundation of India (SAFI)**; the Managing Committee formed under this trust is the apex body in regards to the matters concerning the institution.

- The **Managing Committee**, **College council**, **Statutory Bodies**, **Administrative office**, **PTA**, and the **Alumni Association** ensure that the governing is in tune with the mission, vision and core values of the institute by devising various initiatives in accordance with the strategic plans after consulting with all the stakeholders.
- The institute follows an **effective and efficient governing system** through a decentralized and participative decision making.
- Various faculties are made in-charge of different **statutory bodies** which have **student representation** as well.
- The institution has an effective governing system where the **policies of recruitment**, **service rules** and **transparent grievance redressal mechanism** exist.
- The functioning of the institution is made seamless and paperless through the **implementation of ERP** in the key areas of operation.
- The teaching faculties are also provided with **financial support** to **attend academic programmes** and it accounts to an average percentage of **67.67** over the last five years.
- On an average of **9.6%** professional *cum* **administrative training programmes** are conducted each year.
- As an indicator of **knowledge up-gradation**, an average **88%** of teaching staff attended such programmes.
- The institution effectively assesses and appraises the performance of its teaching and non-teaching staff primarily through **PBAS** and **Feedbacks** taken from various stakeholders.
- The institution meticulously conducts **internal** and **external Academic and Administrative Audits**, **financial audits** which monitor the mechanism of **mobilization** and **utilization** of **monetary funds** obtained from various sources.
- The institution received a total grant of rupees **610.58 lakhs** as funds from non-government bodies/philanthropists or individuals during the last five years.
- The institution's **IQAC** frames and implements novel quality initiatives along with **reviewing the teaching learning process**, structures and methodologies of operations; quantitative assessment of these initiatives are outlined in the annual **action taken reports** made **available on the website**.

- The academic and administrative achievements of the institution in the past five years include but not limited to; **participation in NIRF**, **ISO Certification**, **ARIIA Ranking**, **UGC 2(f),** and other collaborative **quality initiatives**, **conferences** & **seminars**.

Institutional Values and Best Practices

The institutional values and best practices point out its **commitment in making students responsible citizens who can contribute to the development of the Nation.** Measures have been taken to inculcate **moral** and **ethical values** in students by providing an **inclusive environment**. It includes,

- Different courses imparting a **sense of gender equity**; clubs and forums addressing gender sensitization and promotes the same in numerous aspects like **safety and security of women** including **24x7 security guards**, more than **120 CCTV cameras**, **gate registers**, **workshops on self-defense**, **vehicle tracking system**, **counseling centre, ladies common rooms** and other amenities for women.
- The Institution has facilities for alternate sources of energy and conservation measures like **50KW solar power plant**, **biogas plant**, **wheeling to the grid**, **sensor-based energy conservation**, **use of LED bulbs** and **power efficient computers** and **equipment**.
- The institution has an effective way of **collection** and **treatment of waste on** and **off the premises**.
- Water conservation facilities namely **rain water harvesting system**, **bore well**, **tanks** and **sewage treatment plant** are set-up on the campus.
- The **'Green Campus'** initiatives include **restricted entry of automobile vehicles**, **pedestrian friendly pathways**, **ban on use of plastic** and **landscaping** with plants for a sustainable environment.
- **Quality audits on environment, energy** and **green** to ensure the measures are optimal.
- The institution is **disabled friendly** and **barrier free** with **ramps and wheelchairs** for easy access to classrooms, **signage** including display boards, **screen-reading software** in library, and audio books for visually challenged and necessary **scribe** support.
- Institution's eagerness on providing an **inclusive environment** and **regional diversity** in the campus is evident from **celebrating events** of **cultural**, **regional** and **linguistic** importance focusing on **fundamental values**, **duties**, **rights** and **responsibility of citizens**.
- The institution has a prescribed **code of conduct** for students, teachers, administrators and supporting staff; and have been organizing **awareness programmes** related to it.
- The institution **celebrates events** and **festivals** of **National importance**, **Commemorative days** and events to be inspired.
- The institution has best practices named '**SAMETHAM'** and '**KRISHI PATHSHALA'** to succor the comprehensive development and dynamics of the nearby adopted villages and embracing the community for a holistic development.
- The institution is distinctive in **creating leaders with moral values**.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SAFI INSTITUTE OF ADVANCED STUDY(SIAS)
Address	RASIYA NAGAR, VAZHAYOOR EAST P.O., MALAPPURAM, KERALA- 673 633
City	MALAPPURAM
State	Kerala
Pin	673633
Website	www.sias.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	E.p. Imbichikoya	0483-2880000	9446253099	-	principal@sias.edu.in
IQAC / CIQA coordinator	P. Servin Wesley	0483-2880011	9976441595	-	iqac@sias.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

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

Establishment Details	
Date of establishment of the college	29-08-2005

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University Of Calicut	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	23-09-2021	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	RASIYA NAGAR, VAZHAYOOR EAST P.O., MALAPPURAM, KERALA-673 633	Rural	60	22268.67

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Economics	36	PLUS TWO	English	70	59
UG	BA,English	36	PLUS TWO	English	70	60
UG	BSc,Biotechnology	36	PLUS TWO	English	55	35
UG	BSc,Computer Science And Applications	36	PLUS TWO	English	55	50
UG	BCA,Computer Science And Applications	36	PLUS TWO	English	55	53
UG	BSc,Food Technology	36	PLUS TWO	English	55	53
UG	BSc,Microbi	36	PLUS TWO	English	55	53

	ology					
UG	BSc,Physics	36	PLUS TWO	English	24	6
UG	BSc,Psychol ogy	36	PLUS TWO	English	24	23
UG	BCom,Com merce	36	PLUS TWO	English	40	33
UG	BCom,Com merce	36	PLUS TWO	English	70	70
UG	BBA,Manag ement Studies	36	PLUS TWO	English	70	68
PG	MA,Islamic Studies	24	Any Degree	English	30	13
PG	MA,Journali sm And Mass Comm unication	24	Any Degree	English	30	28
PG	MSc,Biotech nology	24	B Sc Degree in Biotechno logy Bioinfo rmatics Biochemistr y Microbiolog y Botony Zoology MLT Chemistry	English	20	12
PG	MSc,Food Technology	24	Any B Sc Degree with Mathematics as optional subject	English	20	13
PG	MSc,Microbi ology	24	B Sc Microbiolog y	English	20	12
PG	MCom,Com merce	24	B Com BBA BBS BBM Degree	English	30	22

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				1				0				74
Recruited	1	0	0	1	0	0	0	0	32	42	0	74
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				54
Recruited	30	24	0	54
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	6	7	0	13
M.Phil.	0	0	0	0	0	0	3	5	0	8
PG	1	0	0	0	0	0	22	27	0	50
UG	0	0	0	0	0	0	0	0	0	0

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<tr><td colspan="11" align="center">Temporary Teachers</td></tr>
<tr>
<td rowspan="2">Highest Qualificatio n</td>
<td colspan="3">Professor</td>
<td colspan="3">Associate Professor</td>
<td colspan="3">Assistant Professor</td>
<td rowspan="2"></td>
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<tr>
<td>Male</td><td>Female</td><td>Others</td>
<td>Male</td><td>Female</td><td>Others</td>
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<td colspan="3">Professor</td>
<td colspan="3">Associate Professor</td>
<td colspan="3">Assistant Professor</td>
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<td>Female</td>
<td>Others</td>
<td>Total</td>
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Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	254	0	11	0	265
	Female	290	0	8	0	298
	Others	0	0	0	0	0
PG	Male	12	0	0	0	12
	Female	87	0	1	0	88
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	8	12	1	4
	Female	8	7	1	5
	Others	0	0	0	0
ST	Male	4	3	0	3
	Female	5	2	0	2
	Others	0	0	0	0
OBC	Male	32	32	27	25
	Female	37	34	16	23
	Others	0	0	0	0
General	Male	81	67	62	78
	Female	146	121	74	78
	Others	0	0	0	0
Others	Male	133	120	88	121
	Female	200	176	123	122
	Others	0	0	0	0
Total		654	574	392	461

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Our institution's mission is to provide holistic and multidisciplinary competencies for students by promoting flexibility to choose courses from diverse disciplines according to their interest and to promote research beyond the rigid boundaries set by disciplines. The University in which the institution is affiliated designs programmes in such a way that students get maximum flexibility to choose elective courses offered by other departments. It can be said that the University is proactively working towards implementation of the suggestions given in the NEP. Our institute has been organizing seminars and webinars to create awareness on implementation of NEP in Higher Education Institutions.
2. Academic bank of credits (ABC):	The institution's preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the affiliating university and Higher Education Department, Kerala State. The Institution must become an official member of the National Academic Depository, the government endeavor to offer an online repository for all academic awards under the Digital India Programme. It helps the students for their successful study mobility. The programmes taught in the institution follows a choice-based credit system which would ease the implementation process.
3. Skill development:	The Institution is conducting skill enhancement programmes which include soft skill development and life skill enrichment activities. The institution's partnership with ASAP (The Additional Skill Acquisition Programme), an undertaking of Higher Education Department, Govt. of Kerala, provides "Employability Escalation Sessions" and "Skill Enhancement Programmes" to students of all disciplines in moulding virtuous entrepreneurs and talents towards better Nation building. The institution has also signed two international MoUs with "International Skill Development Corporation (ISDC), 20-22, Wenlock Road, London, N1 7GU, United Kingdom" for providing B.Com with Advanced Diploma in Accounting and Business from ACCA, UK (Association of Chartered Certified Accountants) and US CMA (Certified Management Accountant) courses awarded by IMA (Institute of Management Accountants) for B.Com and M.Com students of our institute which can enhance their

	professional skill.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The University, to which the institution is affiliated, encourages learning of Indian languages namely Sanskrit, Hindi, Malayalam and Arabic as core and language in the curriculum. Courses like history and political economy are offered in order to inculcate the sense of national integration, love for art, culture and civic sense among the student community. Institution integrates and promotes the study of literature, local language, history, art and culture among students through appropriate activities like discussions, debates, field visits, heritage visit, interaction with freedom fighters, commemorating and observing days of national importance. Students practice and perform traditional art forms in University level cultural festivals; representing our institution. The Institution has signed an MoU with the Mahakavi Moyin Kutty Vaidyar Mappila Kala Academy (Govt. of Kerala), Malappuram Dist., Kerala to promote and inculcate traditional culture and arts among students. Faculties of our institution have engaged in publishing literary works focusing on local art, history and literature. Students are motivated to pursue online courses via SWAYAM-NPTEL and other MOOC platforms that integrate the Indian knowledge system, art, culture, history and languages.
5. Focus on Outcome based education (OBE):	Our institution is offering 11 UG and 6 PG programmes offered as Outcome-Based Education (OBE) which are designed by the University of Calicut, keeping in mind the regional and global requirements. The university has implemented OBE with clearly stated Programme Outcomes, Programme Specific Outcomes and Course Outcomes. All courses are designed with outcomes focused on cognitive abilities, domain-specific skills which ensure social responsiveness and entrepreneurial skills so that student contributes proactively to economic, environmental and social needs at large in order to apply the spirit of NEP and social well-being of the nation. Institution level initiatives have been taken up to equip the teaching community by conducting FDPs and trainings on the importance of OBE and to adapt new pedagogical approaches.
6. Distance education/online education:	For implementing Distance/ Online education, the

	institution has taken initiatives to associate with MOOC platforms and has become an active Local Chapter in SWAYAM-NPTEL platform. Access to e-resources has been enhanced by the institute's digital library through INFLIBNET, N-LIST Programme and by also being a member in NDLI and NDLI Club. The Library is digitalized with access to E-books, E-journals and a well-established institute content repository. The Educational Content Development Centre (ECDC) is established in the campus to facilitate the creation of digital contents to support digital learning. During the COVID-19 pandemic hit, the institute rapidly tackled the obstacles of online education by implementing an institutional level MOODLE LMS platform, catering the conduct of examinations, internal evaluation, and mentoring. Considering the convenience of students and teachers, the institute purchased GOOGLE workspace accounts which could handle Virtual Classrooms, Live classes, assignment submissions and other academic activities. ZOOM Webinar package was subscribed by the institute to host larger online meetings with participation up to 1000. The institution has shared this platform with Govt. of Kerala for organizing various webinar series. SAFI ODL platform has collaborated with leading online educational tycoons like Asiaville and Harappa Academy for providing value added courses.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
471	401	379	386	375

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	16	15	15	15

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1490	1276	1108	1100	1017

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
552	456	315	352	326

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
390	403	365	344	329

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
64	65	63	61	60

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
65	65	63	61	60

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 49

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
468.48	323.57	504.86	421.14	175.37

4.3

Number of Computers

Response: 175

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution is **affiliated to the University of Calicut** and **strictly adheres to the curriculum, syllabi and academic calendar** provided by the University for all **UG & PG programmes**.

Planning & Implementation

The institution takes multifaceted approaches to ensure the effective curriculum delivery through the following measures at the **start of every semester and/or academic year.**

- The curricular delivery and enrichment practices and strategies are primarily devised by the College Council and Internal Quality Assurance Cell.
- The **College Calendar is prepared in tune with the University's Academic calendar** upon which the institution designs and disseminates its annual academic plans **monitored by the College Council & IQAC** which includes tentative dates for Internal Examinations.
- The **Timetable Committee develops the master timetable** considering the workload of faculty members.
- Annual action plans are prepared by each department, with tentative dates for conducting both curricular and co-curricular programmes.
- Before the commencement of each semester, **the department meetings are conducted to allocate courses, academic and co-curricular duties to faculty members.**
- **Teacher's Diary** is maintained by faculties to keep track of the academic routine which includes duly filled components like course plans, semester plans, course completion reports, timetables, details of add-on and certificate courses and other academic activities and is properly monitored by the HoD, Principal and IQAC.
- **Academic activities are decided in the monthly department meetings** and approved in the following college council meetings.
- Bridge courses / beginning school are arranged for each programme separately at the commencement of every batch.
- **Teachers prepare ICT based course materials**, Power Point presentations, lecture notes and deliver the subject content effectively; the institution's ICT based classrooms catalyze this process.
- **Google Classroom, institution owned MOODLE platform, SWAYAM-NPTEL Local Chapter** and several other platforms are used to deliver content to students and to monitor their progress.
- **Centralized internal examinations are conducted by the IEC (Internal Examinations Committee) twice a semester,** similar to the university examination pattern.
- Departments evaluate each student's performance by rigorous assessment through the **institution's Advisory Scheme (Mentor-Mentee system).**
- Special attention is given to the **slow learners through remedial classes** and **Competitive**

examination training is given to advanced learners.

- **Value added courses like add on and certificate courses are provided** to enhance subject proficiency of students.
- Students are encouraged and **provided guidance to** pursue online courses through platforms like **Coursera, SWAYAM-NPTEL** and **MOOC**.
- Daily hour-based attendance of students is collected through the **institutional ERP system** to observe the attendance percentage anytime.
- Each department **collects feedback from students both formally and informally** towards the end of the academic year.
- The collected feedback is **meticulously assessed by the departments, College Council and IQAC to formulate suggestions and recommendations.**

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response:

The institution strictly adheres to the academic calendar which is duly prepared **in harmony with the academic calendar published by the affiliating university.** The **College Council** and **IQAC develop the annual academic plans**, after consulting with the departments. The following measures ensure that the institution adheres to the academic calendar.

- The institution **follows the CBCSS Syllabus pattern provided by the affiliating university** for all the teaching and evaluation practices.
- The **commencement and conclusion of the semesters and the holidays** in between are followed as per the academic calendar.
- The institutional **academic calendar includes basic information regarding the tentative dates for commencement of internal examinations** and other academic activities.
- The co-curricular activities in the campus are scheduled without affecting the academic calendar. All the clubs, committees and cells functioning within the campus adhere to the academic calendar pattern and plans programmes accordingly.
- The academic calendar is **distributed among the students and teachers at the beginning of every academic year** to make them aware of the schedule and to be prepared in advance.
- The master timetable of the institution guides the academic flow on a day-to-day basis, which is prepared based on the academic calendar of the institution. Faculties are allocated with teaching hours according to the workload reserved for theory and practical classes.
- **Semester plan** and **course plan** are prepared by the faculty according to the academic calendar and timetable formerly in the **Teacher's Diary** and currently in the **institution's ERP** portal.
- **Remedial classes** for slow learners and **special classes** for advanced learners are **scheduled by faculties concerned** according to the academic calendar.
- The smooth pace of portion completion and preparedness for examination is possible through the

academic calendar.

Internal Examination Committee (IEC)

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

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

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

Response: A. All of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 17

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

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

Response: 71

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

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	13	12	10

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

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

Response: 76.59

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

23-10-2022 08:55:09

2020-21	2019-20	2018-19	2017-18	2016-17
1204	1010	911	949	554

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

1.3 Curriculum Enrichment

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

Response:

The institution is committed and has made conscious efforts towards integrating crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the student community. The first step is to identify cross cutting issues incorporated in the syllabus offered by the affiliating university and also to include topics relevant to the cross cutting issues in the value added courses provided by the institution itself.

Professional Ethics and Human values

- A total number of 174 courses deal with the professional ethics and 143 courses concerning with human values in the syllabi.

- The institution offers a value added course on **"Professional Ethics"** to inculcate deontological Ethics in students.
- The Institution has a prescribed **code of conduct for students, teachers, administrators** and other staff and conducts **periodic awareness programmes** and **professional ethics programmes** in this regard.
- The **code of conduct** is displayed on the website, students' handbook and teachers' diary and **ethics committee monitors** the adherence to the code of conduct in all members.
- Events in which students working with NGOs namely **health and hygiene awareness classes, organizing blood donation camps, Palliative daycare, AIDS day observance, flood relief activities, rescue operations in plane crash at Calicut International Airport in 2021** and adoption of villages are evidences for integrating the teachings of human values in addition to the prescribed syllabi.
- Students' organize **flash mobs, awareness campaigns and debates** aim at inculcating values, ethics and socially responsible qualities in them.

Gender

- **65 courses** in the prescribed syllabi cope with the gender and gender related affairs.
- The syllabi provide subjects like **voices of women, entrepreneurship development, positive psychology, human physiology, and nutrition and health** specially focusing on gender matters related to gender equity.
- Programmes like s**elf-defense training for girl students in collaboration with Kerala Police Department, pre-marital counselling** in collaboration with **the Department of Minority Welfare, Govt. of Kerala** , workshops, seminars on **LGBTQ issues**, **health and hygiene, women and child nutrition and webinars addressing the marginalized position of women** are organized by the institution.
- **Women and Child Dept. Govt. of India** has appreciated the institution for the efforts taken to organize more than **fifty webinars to bring Awareness** on gender equity enabled students to interface with real life situations.
- **SHE Galleria**, an initiative aimed to uplift women entrepreneurs in the campus includes multiple interactive sessions, to show case the entrepreneurial skills of the **women entrepreneurs**.

Environment and Sustainability

- About 123 courses across 18 programmes imply the importance of environment and sustainability in the syllabi.
- Environmental biotechnology, environmental laws and ethics, Environmental Microbiology are prominent among them
- **Plastic free campaigns, campus cleaning activities** and **systematic and efficient solid** and **liquid waste management system** and the **energy conservation methods** implemented in the campus nurtures the sense of environment sustainability and responsibility among the students.
- Student involvement in the concerned topics is assured by conducting **observation of days**, **Nature camps, field excursions, debates, discussions, seminars, webinar** and **invited talks** in collaboration with Govt. and non-Govt. agencies**.**

Audit courses

- Audit courses namely **Environment studies**, **Disaster management, Human rights/Intellectual property rights/consumer protection, gender studies/ gerontology** provided by the affiliating university helps the students to understand and recognize the importance and the need of deep learning in these areas.

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

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

Response: 36.14

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

2020-21	2019-20	2018-19	2017-18	2016-17
154	144	140	144	142

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

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

Response: 28.46

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

Response: 424

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 86.11

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

2020-21	2019-20	2018-19	2017-18	2016-17
654	574	392	461	391

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
779	648	454	515	476

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 81.57

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

2020-21	2019-20	2018-19	2017-18	2016-17
427	386	256	305	254

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Measures are implemented to identify student's learning diversity under **"SIAS Academic Door"**

- **Two-Tier Induction Programmes:** Programme is conducted at two-level *i.e* college and department, both for parents and students, at the beginning of the academic term.
- **Bridge Courses** are extended to bridge the gap between pre-university and university learning experiences. The syllabus includes introduction towards core subjects and their expected outcomes; followed by the assessment test.
- **Entry Level Assessment:** The students' learning diversities are identified with the help of their 10th and Plus 2 marks.
- **One to One Interaction** is conducted by the advisors of the respective classes to collect information on students' family background, individual hobbies, talents, achievements and financial stability.

The programmes given to discerning advanced learners are:

- **Skill Enhancement Programmes:** Training on ICT based learning system, Capacity Building, Personality Development, Competitive Exam Guidance and Career Counselling programmes are organized to develop soft and writing skills as well as entrepreneurialism.
- **NET/JRF Coaching:** PG students are given coaching for career progression.
- **SIAS Research Cubicle:** Classes on Research Methodology and Intellectual Property Rights (IPR) are provided to build research temperament.
- **Forums and Groups** in different subjects are formed; weekly discussions, invited lectures and advanced learning experiences are provided as part of this. Forums namely **Leaders Academy**, **"FINSAF"-** Accounting Forum, **A4 Apt** and **Journal Club** are some of the signature initiatives specifically for Advanced learners.
- **PARAPET Programmes:** Institute signed two MoUs for providing students with Advanced Diploma in Accounting and Business from ACCA, U.K. and CMA, U.S.A. for commerce students to enhance their professional skills.
- **SIAS Knack-** Students are encouraged and guided to participate in Talent Search Examinations, Management Meets, Quiz Competitions, Expert Talks, Workshops and other platforms.
- **'Laurel' - Awards & Recognitions:** Students are endowed with annual Best Student Award, Internal Exam Topper Award, special recognitions for different talents who excelled in Sports, Arts and Cultural events, Paper presentations and Social activities.
- **Open Book Exams and Home Assignments:** Students are expected to get familiar with the curriculum and examination process.

The slow learners are accommodated with the following measures

- **Peer and One-to-One Learning**: Class Advisors arrange peer learning to curb their insecurities. It

also aims at obtaining education at their own pace.

- **Remedial classes** are intended to overcome gap in the learning.
- **Bilingual Explanation:** Teachers are keen to extend with a bilingual explanation to the needy students.
- **FIAS (Faculty Individual Attention to Students)** programme intends to support weaker students by providing simplified comprehensive notes and question banks.
- **Skill Enhancement Programmes** in basic communication is imparted to the students of such learning levels.

Measures given to the students irrespective of their learning levels:

- **Career Guidance Programme:** It helps to set goals based on their interests and passion to enrich career exposure.
- **Training for Competitive Exams namely** CAT, G-MAT, GATE is provided along with **SAFI Chanakya Civil Service Programmes.**
- **Monthly Mentor–Mentee sessions** to update students' status on their learning experiences followed by counselling.
- **Initiative for Online Courses: The** institution has been a sponsoring platform in Coursera as "SIAS-ENGAGE" and is an active chapter in SWAYAM-NPTEL. Students are encouraged to use these platforms to complete their audit course.
- **Department Library & Language Labs:** Extended to inculcate reading habits and communication skill development.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 23.28

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

2.3 Teaching- Learning Process

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

Response:

The institution has always been keen about providing remarkable student centric platforms to enhance their learning experience. Below are some of the flagship initiatives pertaining to this:

Experiential learning

- **Lights Action:** to associate in feature film making process; have worked in National award winning movies like *Sudani from Nigeria* and others.
- **Spotlight:** short film and mini screen productions .
- **TechSIAS:** App designing and website development projects
- **Knowza:** Product Innovation Idea Competition by IEDC to generate innovative and creative solutions to social issues whereas **She Galleria** is to showcase the entrepreneurial skills of girls.
- **SIAS Media YouTube channel** showcases work of students in content creation,short films,documentaries, interviews and analysis.
- **Campus Now:** monthly bi-lingual news magazine designed and predpared by JMC students focusing on current issues,academic, and extracurricular activities of Campus. **Magazines and Newsletters** are also prepared by various departments
- **Students lab** aimed at inculcating scientific temper among school students
- **Wonder of Waste (WOW):** Focuses on production and sale of craft works created from waste.
- **Smacznego The art of Food:** Theme based food expo *cum* sale**.**
- **Champignons:** aimed at making mushroom cultivation viable in commercial level.
- **News reporting** on IFFK and KLF experience.
- **Hydroponics & Tower Garden:** Study on soil-less cultivation for vegetables.
- **Plant tissue culture:** Banana Production Unit
- Vocational training by Science departments **in Bio-pedestal: Pipe compost unit**, **Composting**, **Vermicomposting** and **Azolla cultivation**
- **A for Apt (English):** Platform for students to teach school students
- **Industrial visits / study tours, field visits:** provides industrial knowledge in their respective fields

Participative learning

- **Technora-** Inter-collegiate technical expo and competition
- **ATC** (Annual Thesis conference) to present theses.
- **Bougette**- Annual Budget discussion
- **FINSIAS**- Accounting Forum and financial literacy programmes to impart financial knowledge to students
- **Newspaper Analysis** session on current issues
- **Video Jockey Competition:** in association with Gold Kerala vision TV channel.
- **Radio Muse:** Platform `to develop the vocational skills of the students by discussing, analyzing and evaluating the relevant issues.
- **Peer to Peer learning** to encourage discussion among students.
- **Blazon Art exhibition**: art exhibition to showcase creative skills and talents.
- **Interns Day:** where students share their industrial internship and project experiences
- **Workshop and Seminars on** diverse topics are part of learning experience of students
- **De Safio- Annual** Inter collegiate management fest.
- **Espirit De Corps and GustoSias:** Inter Department Management Fest focusing on team work and group dynamics
- **DIY-Do it yourself:** workshop aims on how research can be facilitated at home with construction of simple laboratory instruments.
- **Quiz, Debates, Discussions** are conducted on regular basis

Problem Solving Methodology

The Institution encourages students to develop critical and analytical thinking

- **Young Innovators Programme**- encourage students to submit proposals on innovative challenges
- **Employability enhancement programme** aimed at making the students proficient in spreadsheet packages.
- **Multiple choice questions** are shared in Google class rooms
- **Chronicles -Case Study Analysis** for assessment and decision making
- **Coding and MCQ** based problems are given to students for critical analysis.

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

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

Response:

The institution **encourages its faculty to use ICT enabled teaching methods**. As a part of this, **IQAC conducts and promotes the faculty to participate in faculty empowerment programmes/ refresher courses/ workshops themed on ICT enabled teaching learning process.** The institution has transformed itself to the new normal by adapting all the required technologies for better teaching learning.

ICT tools used

- The institution **uses digital infrastructures** like computers, laptops, printers, scanners, software programmes, data projectors, and interactive teaching desktops.
- Informative tools such as internet, **institution owned Google Workspace, MOODLE, ZOOM webinar** and **ERP.**
- Constructive tools - **MS Word, Excel, PowerPoint, Adobe Photoshop**, Python IDLE, NCBI-BLAST, **ChemDraw** and **SQL.**
- **Plagiarism checkerX** software installed in the library for the purpose of publishing research papers in reputed journals.
- **Library** learning resources and **OPAC are available** *via* **remote access**.
- The Institution has **Digital library** with **350 mbps bandwidth** internet speed.
- The institution has information centre and language lab consisting of **100+ computers and** a state of the art **E-content Development Centre (ECDC).**
- **100% Classrooms are equipped** with short throw overhead **LCD projectors**.

Course content delivery

- In addition to the offline teaching, classes are offered through online Learning Management Systems (LMS) like, **MOODLE**, **Google Classroom**, **Breakout Rooms**, **Jamboards** and

YouTube channels.

- **Recorded video lectures** are offered to make the students capable of assessing it anytime and anywhere.

- Video conferencing platforms like **Zoom, WebEx, Google Meet** are also used to facilitate effective communication in virtual classroom.

- YouTube lectures by experts of diverse fields are provided for effective self – learning and better comprehension of the concepts with respect to advancements in respective fields of knowledge.

- Screening of Films and documentaries of social and political significance to sensitize the students.

Assessment methods

- Teachers are using online assessments tools like **MOODLE**, **Testmoz**, **Edmodo**, **Google classroom, Google Forms** and **Kahoot!** for quick evaluation and results.

- Online assignments and exams are effectively conducted through LMS platforms. Assignments and project work are submitted online and immediate rectification is carried out.
- The grading process is transparent as the students can view the progress of their assignments.
- Interactive Applets/simulations like **Virtual Labs, Geogebra**, foster real time interaction with Power Point Presentation, virtual competitions on National Science Day, Management Meet, webinars etc. are adopted to ensure that the students stay ahead in their technological era.

Training on Virtual tool

- Faculty Development Programme on "Academic Excellence in Digital Era- Training on **SIAS MOODLE Walkthrough**" hosted by the institution offered training on digital instructional methods to 100% of teachers.

- Faculty members successfully completed various **MHRD assisted FDPs** on ICT enabled teaching for a rigorous personal and professional development.

- An orientation Programme on LMS was conducted for UG & PG students in order to familiarize them with the online teaching scenario.

- The institution is an **Active Local Chapter of SWAYAM-NPTEL** and many of the faculty and students successfully completed NPTEL's online certification courses.

- **Institutions' Coursera platform 'SIASENGAGE'** has provided opportunity for all the faculty and students to take up online courses free of cost.

- Campus-wide net connectivity, **Digital Library**, e-resources like **N-LIST, DELNET, NDLI** and **online forums** like **NDLI-Club** ensure access to materials and knowledge sharing for effective learning.

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

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

Response: 23:1

2.3.3.1 Number of mentors

Response: 64

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

2.4 Teacher Profile and Quality

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

Response: 99.69

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

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 17.19

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	12	12	08	09

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

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

Response: 5.14

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

Response: 329

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

2.5 Evaluation Process and Reforms

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

Response:

The institution has an effective and meticulous internal assessment system, which not only assesses but also records, publishes and stores the assessment data. This is primarily performed by forming an **Internal Examination Committee (IEC)** which follows the rules & regulations stipulated by the University of Calicut and has derived at strategic reforms within the frame work in terms of frequency, transparency and mode of conduction to ensure productive outcomes.

The following mechanism is devised to achieve excellence in the above-mentioned matters.

Internal Examination Committee

- The **IEC** conducts **centralized internal examinations.**
- The Principal appoints a teaching faculty as an Internal Exam Convener to hold major

responsibilities as per IEC mandate.

- The frequency of the examination system is set as **twice in a semester**.
- The schedule for internal examinations is decided and published in the **Student Handbook cum academic calendar** at the start of every academic year and the same will be published 10 days prior to notification.
- Post notification, the IEC intimates the faculties to submit the Question papers in the prescribed format modelled on the University question papers pattern.
- The examination Time table is issued and displayed on department notice boards.
- Invigilation Duties are assigned considering the class hours of the faculties and the same is distributed as a circular.
- **The examination has a randomly set seating arrangement**.
- **Retest is declared for eligible students** when applied in prescribed application format through proper channel.
- If suspected of malpractice, the committee intimates the concerned HODs by publishing the list of malpractitioners and the students are given warnings upon this.
- IEC puts forward a grievance redressal system regarding the internal examinations.

Assignments and Seminars

The Internal examination scores constitute to the fifty percentage of the overall internal assessment and rest of the scores are assigned to seminars, attendance and assignments. The seminars, attendance and assignment valuation mechanism is as follows.

- The students are asked to prepare **seminar** materials and they can avail any teaching aids including power point presentations or whiteboards. The teacher in charge assesses the presentation and give scores considering classroom management, subject knowledge, language delivery and quality of the materials
- The **Assignments** are requested to turn in a stipulated time frame and are valued and returned back to the students. The frequency of the assignments can typically be once or twice a semester subjected to the requirement of the course.

- An effective individual **IEC Grievance Redressal Mechanism** is in place to discuss the quality issues and grievances on the internal examination apart from the college **Grievance Redressal Forum** through which the students can lodge complaints and concerns towards the internal assessment system with a guaranteed response.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

The institution takes effective measures in identifying and resolving the difficulties and grievances faced by the students related to the examinations. A three tier Grievance Redressal mechanism is implemented in the institution to address the grievances of students, at Department Level, College level and University level.

Department Grievance Redressal

- Once the examination and evaluation process are completed, the answer scripts are given back to the students for personal verification.
- In case of any concerns, the students may approach the respective subject teachers.
- If the complaints are not resolved yet, the student is free to consult the department grievance redressal committee.
- The complaints received in the grievance committee will be resolved with immediate effect with an assured response.

College Level Grievance Redressal

- The students can approach the college-level grievance cell if the decision of the Department Level Grievance Cell is not satisfactory.
- The Committee with the Principal as the chairman along with senior faculties as members will discuss the issue with due importance and take necessary actions and inform the students afterwards.
- If the grievance is not resolved at college level, a student can approach the University.
- In case of grievance on external examinations, the students are expected to lodge the complaints in front of the chief assistant superintendent which will later be forwarded to the Chief custodian (Principal).

University Level Grievance Redressal

- The Registrar or Controller of Examinations of the affiliating university takes the final decision with regard to the grievance related to the university examinations.
- The institution convenes class-wise meeting of the parents after internal examinations in each semester.
- The subject teachers identify the problems of students and discuss with the parents in the class-wise meeting convened after the examinations and provide suitable suggestions and guidance to ensure better academic performance of the students in future.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and

displayed on website and communicated to teachers and students.

Response:

The **curriculum offered by the affiliating University** is **designed with Programme Specific Outcomes (PSOs), Programme Outcomes (POs),** and **Course Outcomes (COs)**. The outcomes stated in the syllabi define what the students are expected to attain at the end of their study.

The **University publishes the PO, PSO and CO on their website** along with the curriculum which is revised periodically. The **same is displayed in the institution's website for the programmes offered**, so as to make it convenient for the students as well as the faculty to access easily.

Students and **parents** are **provided with a brief idea on the outcomes of the programmes** at the time of admission by the admission committee. **Student handbook** and **academic calendar** are prepared with the necessary information on outcomes are distributed to every student at the start of academic year.

A **detailed explanation** on outcome based education and importance of Programme, programme specific and course outcomes are given to both the students and parents during **Student Induction Programme (SIP).**

The IQAC organizes faculty development programmes and orientation programmes on Outcome Based Education (OBE) articulating the idea of what students are expected to know and be able to do after completing their programme of study. This helps the faculties to **understand the importance of OBE** and **to adapt new pedagogical approaches.**

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

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

Response:

The institution's teaching learning process is sphere headed on the attainment of outcomes. **Regular assessment** and evaluation **on attainment of outcome is performed to upgrade the quality** of the teaching learning process which ultimately ensures academic quality of students.

Students' attainment of Course Outcome is evaluated primarily through the **direct** and **indirect** methods.

The **direct method includes** the following components

- Evaluation of internal examination results

- Assignments
- Seminars
- Viva-voce
- Project/ Dissertation work
- Model presentations
- Paper presentations
- Practical examinations
- External examinations

The institution analyses internal and external examination scores of students to identify the attainment of programme and course outcome.

The **indirect method** includes the below components

Exit feedback: This feedback received from the final year batches at the end of the programme is considered as the comprehensive feedback for the PO/PSO assessment.

Alumni feedback: Annually collected alumni feedback through online forms is used to understand whether the desired outcomes are attained.

Employer feedback: This feedback is taken from the employer to apprehend whether the employee has attained the specific outcomes as to pragmatically perform as an ideal employee in their respective workplaces.

Placement and Progression to higher studies: The placement of students in reputed firms and their progression to higher studies in esteemed institutions is a legit way to quantitatively measure the attainment of programme outcomes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 82.86

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

2020-21	2019-20	2018-19	2017-18	2016-17
297	338	313	288	267

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

2020-21	2019-20	2018-19	2017-18	2016-17
389	403	363	335	326

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.86

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 6.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.35	0.199	0.205	2.605	0.8

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

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

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response: 22

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	2	3	1

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	10	9	8

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The institution has a mechanism of standing apart with great innovations and has created an environment for transfer of knowledge. Offering versatile platforms for students to explore their talents and share ideas on a spectrum of topics.

SAFI Innovation Council (SAIC) is established with a motto **"*innovate, empower, enlight"*.**

It monitors the activities to develop the culture of Entrepreneurship among students and to equip them with skills and provides following platforms to demonstrate their talents.

ED club

- **TechSIAS** is an initiative to develop innovative technical skills in science and technology field. Other clubs under the umbrella is
- **SheTECH-** Exclusive platform for girls to showcase their innovative IT skills.
- **Hack Club SIAS**- to upscale technology skills according to the area of interest.
- **Creator's club-** offers designers development for enthusiastic student developers.
- **TinkerHub SAFI chapter** helps in new product formulation which help students in development of 2 vaccine bots.
- **WoW (Worth out of waste)** is an annual exhibition cum sale of innovative recycled waste products.
- **Fresh Buds** is the product of mushroom cultivation cum training center.
- **La Comido-** is the venue for initializing and exhibiting innovative ideas of food products.
- **Blazon-** *'Virtual Art Exhibition cum sale'* ventures to exhibit student's innovative creations *via* online exhibition.
- **Gustosias and Desafio** – intercollegiate management fests and business meet organised in

association with ED club.
- **Calligraphy workshop** cum **Exhibition sale** opens versatile innovations in art and creativity.

IEDC

- **KNOWZA:** an innovation competition to create innovative creations and solutions and to expertise the students to think beyond curriculum.
- **SHE GALLERIA:** exclusive platform for women to sell innovative products.
- **Meet the Entrepreneur:** to ignite the students by interacting with successful entrepreneurs of diverse fields.
- **Italk series:** is the venue for *'Technopreneurs''* to meet and share innovative ideas.
- **Young Innovator's program (YIP):** our students won state level awards for best idea in entrepreneurship development.
- Encourage students to participate in **Kerala Start up mission-Premier League**

Rural Entrepreneurship Development Cell -under National Rural Development Mission, Govt. of India, monitors,

- Organic farming amenity centre *via* Azolla cultivation, Vermicomposting, Hydroponics, Tower Garden and Bio-fertilizer production unit.
- Seed pen production training, mushroom cultivation centre.

IPR Cell

- **Radiomuse –**Institution's Radio Station created for transfer of knowledge.
- **Media lab - SPOTLIGHT** is the short film production unit to experience and implement creativity in every fields of film making which leads them to be a successful and award winning film makers in the industry.

SIAS Publication division

- Publication of Books, Proceedings of National and International conferences with ISBN.
- **Campus Now, Biostumag and Campuspark** are student magazines to experience transfer of knowledge *via* print media.
- Organized informative sessions on internships and workshops in collaboration with National and International companies.

Studentpreneurship

- Startups were initiated by the student entrepreneurs in the IT leading to the development of the **institution website, e-SIA** study app for timely updation of academic affairs.
- Setting up of **prototype models** for **Hydroponic farming**, **Tower garden, Bio-control agents of Banana** (supported by YIP, Govt. of Kerala).
- **Film Makers & Technicians:** Institution contributed in creating film directors, art directors, producers, cinematographers and freelance journalists.

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

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

Response: 127

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

2020-21	2019-20	2018-19	2017-18	2016-17
50	34	14	12	17

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

3.3 Research Publications and Awards

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

Response: 0

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

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

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

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

Response: 1.01

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	9	8	10	28

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

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

Response: 1.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
55	17	07	12	11

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

3.4 Extension Activities

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

Response:

The institution designs every extension activity with an intention to familiarize students with problems around them. The following initiatives are the contribution towards their self-development and commitment for Social and National development.

SAFI Connect- It is a comprehensive Socio-Economic upliftment of the adopted villages

- **Abhayam Project** – built home for homeless people.
- **Relief kit distribution-** to the needy people during flood, lockdown and annual distribution of festival kits.
- **Pravasi Rehabilitation Survey**- to assess life skills and job skills of expatriates who lost their jobs and returned to India and helping them to find new earning.
- **"Rebuild Kerala"-** conducted Calamity survey, social status survey/socio-economic survey and loss assessment as part of Post Disaster Needs Assessment (PDNA), Kerala.
- **Financial Literacy awareness** programmes for housewives.
- **Educare**- Distribution of mobile phones for online education and tuition.
- **Workshop on mushroom cultivation** to develop home-based small-scale entrepreneurship for women.
- Aadhar Updation Drive, Post office Savings Bank Account opening, Disability Certification and Identity Card Distribution Camp.
- **Bhoomika-** Eco friendly Sustainable development, planting trees, plastic free camp- distribution of sacks.
- **Students' lab-** Science popularization to impart scientific temperament to school students.

Swachh Bharat Abhiyan – In solidarity with **Hon'ble Prime Minister's Clean India Mission**, our institution is extending versatile programmes inside and outside the campus.

- **Cleaning the schools** of adopted villages prior to reopening post pandemic.

- **Implementation of bio-pedestal unit**- to the houses and hostels to recycle and reuse kitchen and agriculture wastes as manure.

- **Know your H2O-** Microbiological analysis of drinking water in the flood affected areas.

SIAS Wellness

•**Awareness on Covid-19, NIPAH and H1N1 diseases, Monsoon diseases -** Students circulated informative brochures with easily understandable pictorial representations to the neighboring communities, schools and Anganwadi to create awareness both online and offline.

•**Palliative and Paraplegia camps** -Distribution of medicines and assistance to people who needs palliative care. Annual fund collections, online and offline programmes for bed ridden people to relax, enjoy and showcase their talents.

•**Annual Medical camps** and Blood donation camps.

• **No Shave November** campaign to collect fund and donation of hair to cancer patients.

• **'Ask the doctor' and 'Doctorkku Oppam'-**Online and offline interaction and consultation with doctors.

• **Awareness program on AIDS day**, **Cancer day**, **World Diabetic Day** and free service of random blood glucose checking.

Mulyapravah- Engraining human rights, values and ethics in students.

• **Sametham**-Visit to old age homes, mentally retarded people's homes, blind people's homes and interaction with the inmates is organized every year.

 • Celebration of **Independence Day, Gandhi Jayanti, Republic day, Environmental day, and Vanamahotsav day.**

• **A handful of rice**- food distribution to homeless people as a part of observing' World Food Day' every year.

• **Beautification of anganwadi** and public places by wall painting

• **"Podichoru**- Poverty Eradication Programme – Distribution of foods prepared by students to the poor in Calicut and railway station surroundings.

• **Vimukthi**- Online and offline Training and awareness on drug abuse among school kids, anganwadi and pre-primary teachers of the community as a part of **Nasha Mukt Abhiyaan, Govt. of India.**

• **Disaster management-** Task force of the institute extended incomparable support during the Kerala floods.

- Engaged in rescue operations during **plane crash at Calicut International Airport in 2021.**
- Rebuilding flood affected schools, libraries and old age homes during floods and donated food, dress and study materials.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 21

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	5	3	1	1

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

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

Response: 156

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

2020-21	2019-20	2018-19	2017-18	2016-17
49	39	38	12	18

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

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

Response: 97.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
1585	1514	1570	487	760

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

3.5 Collaboration

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

Response: 102

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

2020-21	2019-20	2018-19	2017-18	2016-17
41	34	9	12	6

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

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

Response: 45

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

2020-21	2019-20	2018-19	2017-18	2016-17
28	9	4	2	2

23-10-2022 08:55:10

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The Institution has adequate infrastructure and physical facilities to support best teaching learning environment. The institution has a built-up area of **136,720 sq.ft** which includes Main block, Science block and Library block with the following amenities.

- **Classrooms and laboratories**
- **Central Instrumentation Facility**
- **Chemicals store room**
- **Examination, Seminar & Conference halls and Auditorium**
- **Audio Visual Theatre and e-content development centre (ECDC)**
- **Computer labs**
- **Language / Bio-informatics labs**
- **Internal examinations Office**
- **Research Directorate Office**
- **Happiness Centre (Counselling)**
- **Principal's room, Board room and Administrative Office**
- **IQAC Office**
- **NSS and NCC Office**
- **Civil Service Coaching Centre**
- **Physical Fitness center**
- **Open air stage**

Classroom facilities:

- There are **45 spacious classrooms** well equipped with overhead short throw LCD projectors with white boards, **100% of classrooms & seminar halls are ICT enabled** with **Wi-Fi & LAN facility**.
- All departments have separate staff rooms.

Laboratory Facilities:

There are **12 well equipped state of the art laboratories** for

- **Biochemistry**
- **Biotechnology (UG & PG lab with internet facility)**
- **Central Instrumentation Facility**
- **Chemistry**
- **Computer Lab/ Informatics Centre**
- **Food Technology Lab with separate Engineering Drawing room**
- **Graphics lab and audio visual production studio**

- **Language lab/Bioinformatics lab**
- **Microbiology (UG & PG lab with internet facility)**
- **Physics**
- **Psychology lab**

Computer Facilities:

- There are **175 computers** exclusively for student usage.
- **102 computers** with latest configuration are available in **Informatics Centre (Computer Lab).**
- **50 Computers** in the language/ bioinformatics lab are installed with appropriate softwares and accessories.
- All the staff room and laboratories namely Biotechnology, Microbiology, Food technology, Journalism and Mass Communication are provided with computer systems and printers.
- Computers are available in Research Directorate office, office of the chief superintendent of examination and IQAC office with hi-speed color printer and scanner.

Library & Digital Library

- The library provides **reprographic centre** with laser printer.
- **Bar code reader** to facilitate smooth issuance of books.
- The library has new arrival display area, stack room, reference section, career corner, newspaper reading area and a CD/DVD section
- The **digital library is equipped with 20 computers** which have access to library repository, **digital archives**, **audio books** and **NVDA reading software**
- Access to e-repositories like **INFLIBNET-NLIST** and **DELNET**
- Online Public Access Catalogue (**Web OPAC**
- Editorial Display Servic
- Plagiarism Checking software (**Plagiarism CheckerX**)
- Digital library also provides a browsing centre for students
- **CCTV Surveillance** for security reinforcement
- **Lockers** to keep personal belongings.
- Drinking water facility.

Other facilities

- **Wi-Fi and LAN connection** in classrooms and staffrooms.
- Teachers are provided with **collar mic for addressing students in large classrooms**.
- **UPS facility** and **4 generators** to provide uninterrupted electricity.
- Main building lobby has an **LED display with internet facility to display daily activities** on the campus.
- Students hang out area.
- **Public addressing system** for announcements.
- **Purified drinking water facility** in all floors.
- Separate Ladies and Men's hostel.
- **Common rooms for boys & girls** and rest rooms with **pedestal sanitizer dispenser.**
- Separate **prayer and meditation halls** for boys and girls in cultural centre.
- **EPABX telephone** in all staff rooms and offices.
- Cash counting machines in college office.

- **Suggestion boxes** are available to express a suggestion or an idea for consideration.
- **24 hour water facility**, generator to back up electricity, television, purified cool drinking water, refrigerator, washing machine and first aid kit are available in hostels.
- **Vehicle on call for medical assistance** and nursing assistant as matron in ladies hostel.

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

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

Response:

The institution intends to uphold the relative merits of the students and to expose them to the higher order society who would in turn bring laurels to the institution by constant motivation and encouragement.

The institution is always focused on providing an environment to facilitate the physical and mental wellness of the students. The campus has adequate facilities for conducting cultural activities, sports & games in addition to a well-equipped physical fitness (gymnasium) and a yoga centre. The major infrastructural facilities on this regard are outlined below.

Facilities for cultural events include

- An **auditorium** of 57.5×11.25 m. with stage 8.6×6.6 m. in Science block **with 1000 seating capacity**.
- 4.2×7.2 m. **green room for girls and boys green room** measures to 4.1×7.2 m.
- **Fully air conditioned Audio Visual Theater** with a **seating capacity of 100.**
- **2 Open air stage**
- **Auditorium/ Exam Hall of** 17.25×9 m. **in Main block with 300 seating capacity.**
- **Fully air conditioned Seminar hall** of 7.85×1.88 m. dimension in Library block.
- **Quadrilateral lobby** at the main building.

The College has a **Fine Arts Club**; special coaching is given for the cultural events every year. Every year a college-level arts competition is held and the best performers are sent to the zonal level competitions and later to inter-zonal and inter university competitions.

Facilities for sports & games include

Outdoor fields

- **Volleyball Court** with a dimension of 18×9 m.
- **Badminton Court** with a dimension of 15×8 m.
- **Handball court of** 40×20 m. **football court** of 25×55 m. dimension, **Cricket Practice Nets,**

Basketball court 28×15 m. and a space for **Athletic track**.

Indoor facilities

- **Physical Fitness Centre**
- **Table Tennis court**
- **Carrom boards**
- **Chess board table**
- **Judo hall**
- **Yoga hall**

Students with extraordinary talents are selected through strict scrutiny and they are given vigorous and quality training with utmost care. They are eventually given opportunities to participate in the Intra-College, Inter College, University, State and National level competitions by making use of these facilities.

Major achievements in arts and sports events

The students utilize the arts and sports facilities of the institute which is quantifiably demonstrable through the increasing number of achievements in University/ State and National level. A few of the notable achievements are listed below.

- **Gold medal in Senior State Boxing Championship**
- **Runner up** in the Inter College Women Table Tennis Championship
- **Fourth Position in the Inter College Men Rugby** Championship
- Individual **gold medal** in the inter college roller sports
- Individual **Silver Medal** in the Inter College **Weight Lifting Championship**
- Individual bronze medal in the inter college **Wushu championship**
- Winners of Malappuram Senior **Fistball Championship**.
- **Second Runner Up in the B Zone Inter College Men Basketball and Qualified for Inter Zone Championship.**
- **Third Runner Up in the B Zone** Inter College Men Cricket and Qualified for Inter Zone Tournament.
- **Silver medal in Inter College Boxing Championship** held at Calicut University Indoor Stadium.
- **Gold Medal in the Calicut District Archery** Championship.
- **Recognised as Best Actor Male & Female** in Hindi, Malayalam and English in University Zonal Arts Festival.
- **First and Second Places in "Ottamthullal"** in University Zonal Arts Festival.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 49

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

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

Response: 52.91

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

2020-21	2019-20	2018-19	2017-18	2016-17
363.97	154.97	348.55	236.41	24.20

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	
Upload audited utilization statements	
Upload any additional information	

4.2 Library as a Learning Resource

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

Response:

The institution possesses an excellent **Library and Information Centre**. It has a collection of more than **10,300 volumes of books** and subscribes to nearly **60 periodicals**. The library has two spacious reading rooms with a capacity of **80 Seats** and a well-equipped **Digital Library** with **20 computers**.

The **Library Advisory Committee** is in charge of designing policy matters for the smooth functioning of

the library. The committee consists of the Principal as the Chairman, Librarian as the Convener, Faculties of various Departments, and Student Representatives.

The library provides the following facilities to enhance the learning resources

- Access to online resources such as **INFLIBNET N-LIST** and **DELNET.**
- **NDLI Club** registration provided a platform to conduct learning-oriented events.
- The library has automated its operations fully using one of the mostly used and a very user-friendly Integrated Library Management System **KOHA ILS**.
- The library was automated in the year **2010** using the **Meshil's Book Magic ILMS**.
- In **2016** the software was changed to **KOHA ILS** and the library operations are done using **3.14.04.000 version of the KOHA ILS. KOHA** ILS is an open-source software that can be redistributed and/or modified under the terms of the **GNU General Public License** and it has been customized for the college library.
- The institution uses **Greenstone** Digital Library software for building and distributing digital library collections.
- Acquisition, cataloguing and circulation of library resources are carried out through the ILS and there is a user-friendly **Online Public Access Catalogue (OPAC)** for searching the books in the library. All the **books** have been **barcoded** using the ILS and issue, return and renewal of books are carried out using the barcoded ID cards. The ILS also facilitates the automated Gate Register to manage the entry and exit from the library by the members and to provide the library usage statistics.
- The circulation counter also is equipped with a latest configuration system, a wireless **Barcode Reader** and a **Laser Printer**.
- A screen reader Software **NVDA (Non-Visual Desktop Access)** has been installed in the library for the benefit of visually impaired.
- The Library blog plays a significant role in disseminating information and marketing of library products and services to the user community. It acts as a gateway for subscribed and open e-resources, e-learning, previous question papers, projects & dissertations, career information, research support, etc., (https://siaslibrary.wordpress.com)

- Name of ILMS software   : KOHA
- Nature of automation   : Full
- Version   : 3.14.04.000
- Year of Automation   : 2016

Library Sections

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

Library Services

- Loan service
- Reference service
- New Arrival Display
- Access to **INFLIBNET-NLIST** and **DELNET** resources.
- Online Public Access Catalogue (Web OPAC)
- Editorial Display Service
- Plagiarism Checking
- Audio books
- Library blog comprising collection of question papers, career corner and list of Projects & Dissertations.
- Library orientation Programs
- Reprographic service
- Lockers to keep personal belongings.

Infrastructure of library

- Digital entry/exit register
- CCTV Surveillance for security reinforcement
- High Speed Internet (350mbps)
- Laser Printer

<table>
<tr><th colspan="2">Resource List</th></tr>
<tr><th>Name of the Resources</th><th>Numbers</th></tr>
<tr><td>Total Volumes</td><td>10353</td></tr>
<tr><td>Periodicals</td><td>56</td></tr>
<tr><td>Databases</td><td>N-LIST, DELNET</td></tr>
<tr><td>E-Books (*via* N-LIST)</td><td>199,500+</td></tr>
<tr><td>E-Journals</td><td>6150</td></tr>
<tr><td>Encyclopedias</td><td>165</td></tr>
<tr><td>Newspapers</td><td>09</td></tr>
<tr><td>Projects</td><td>861</td></tr>
<tr><td>Dissertations</td><td>364</td></tr>
<tr><td>CD/DVD</td><td>177</td></tr>
<tr><td>Audio books</td><td>100+</td></tr>
</table>

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

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

Response: 2.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.64	2.21	2.45	3.37	2.03

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

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

Response: 2.19

4.2.4.1 Number of teachers and students using library per day over last one year	
Response: 34	
File Description	**Document**
Details of library usage by teachers and students	<u>View Document</u>
Any additional information	<u>View Document</u>

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has always been adapting itself in developing its IT infrastructure to meet the modern requirements through latest innovative technologies. The development in IT has reached its **best within the last five years** which is evident from the below specifics.

- The exponential growth data is being generated by the **216 computers** of the college in administrative department, laboratories, digital library and other offices.
- The **number of computers used in the institution has been raised from 20 to 216** in last 5 years in which **175 computers are exclusively used by students**.
- **100% classrooms are equipped with wireless overhead short throw LCD projectors** where, teachers can seamlessly take the classes using tablets, phones and laptops.
- Institution has **20 printers which include 3 color printers** cum scanners.
- The institution has made collaboration with Microsoft and offered **100 free licenses of windows.**

Digitalization of Library and Information Centre

- The institution's Library and Information Centre has **20 computers in digital library section**.
- The library has automated its operations fully using one of the mostly used and a very user-friendly Integrated Library Management System **KOHA ILS.**
- The ILS is used in the acquisition, cataloguing and circulation of library resources.
- **User-friendly Online Public Access Catalogue (OPAC)** for searching the books in the library.
- All the **books are barcoded using the ILS**; issue, return and renewal of books are carried out using the barcoded ID cards.
- Library usage statistics is managed by ILS through automated Gate Register by recording the entry to and exit from the library by the members.
- The institution uses **Greenstone Digital Library software** for building and distributing digital library collections.
- A **screen reader Software NVDA (Non-Visual Desktop Access)** has been installed in the library for the benefit of visually challenged students.

Internet & Wi-Fi Facility

- The institution **improves the bandwidth of internet from 100 Mbps to 350 Mbps** and acquired a

leased JIO-Wi-Fi connection with 50 Mbps.

- Wi-Fi availability is expanded to key areas of the campus by **increasing number of access points** to the library, departments, laboratories, offices, hostels, seminar/ conference halls and auditorium.
- **Mobile application was in use for attendance marking** and timely notification which later got integrated to the ERP.
- The **software Azure** is being used for the fee payment for the last 7 years.
- A **new ERP** got introduced in the year 2021 as a part of up-gradation which includes **admission, attendance marking, TC generation, fee payment, resource booking, conduct of examination, hostel administration, purchase and accounting modules.**
- **Introduced Biometric system** for automated attendance recording for faculties and hostel inmates.
- An **LED display shows daily activities** on the campus.
- A new **dynamic institution website** syncs better with all ranges of mobile devices.
- **Vehicle tracking and monitoring system** got introduced as per the direction from the govt. of Kerala.
- The **institution owned 'ZOOM webinar' platform** is used to conduct webinars for up to **1000 participants.**
- **Customized MOODLE LMS** platform for better online teaching learning.
- **E-Content Development Centre (ECDC)** was developed by the institution for e-content creation by teachers.
- **Institution has YouTube channels**; **social media handle pages**, **department blogs** & **vlogs.**

Through the timely up-gradation of the Software, Wi-Fi and other IT facilities, the institution ensures that it keeps its learning and governing system updated.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 9:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 4.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
13.02	7.04	20.25	28.4	12.65

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

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

Response:

The classrooms and lecture halls are sufficiently ventilated, provided with adequate number of tables, chairs, whiteboards, ceiling fans and CFL lamps. LCD projectors are installed in all classrooms. The institute has separate hostel for boys and girls.

The institution has appointed "wardens" for both hostels to look after proper functioning. Any requisition for repairs and maintenance brought into the notice of Administrative Officer (AO) and Principal would be considered immediately based on the importance/priorities with the approval of both of them. The Ladies hostel has an in-house Sewage Treatment Plant (STP), where the waste water is collected and treated. Discharged water is used for gardening purposes. A resident nurse is available at hostel and in case of emergency; the college provides vehicle facility to reach IQRA hospital, Vazhakkad, with whom the

instution has signed MoU for treatment. The institute prepares budgets in consultation with maintenance committee and obtains approval from the management for carrying out various maintenance activities required for every year.

Physical Infrastructure Maintenance

Annual Maintenance Contract for physical infrastructure maintenance

The college has tie-up with different companies to provide Annual maintenance of equipment available in the campus. Annual Maintenance contract (AMC) is signed every year for the following equipment with their contracts specifying terms and conditions for servicing.

- Two generators provided in the campus facilitate uninterrupted power supply which are routinely serviced with free oil and filter changes as a part of the AMC.
- To provide safe drinking water, water purifiers are placed in the campus which are routinely checked for filter change according to the conditions which are included under AMC.
- The EPABX telephone (intercom system) and library photocopier is also covered in the AMC under which any replacement of card & board and toners (for every 1000 prints) are required to be replaced within a day as per AMC contract.

Building maintenance

The college has appointed a Project Engineer and supervisor for maintenance of buildings. Any request for repairs or maintenance are forwarded through the Project Engineer and carried out in consultation with the Chief Operating Officer. For the day-to-day maintenance, cleaning staff have been appointed to keep the campus neat and tidy. Painting of the campus is done once in a year. Damaged furniture in college and hostel are identified and repaired or replaced by new ones.

Laboratory maintenance

The institution has 11 laboratories; each lab is maintained by respective faculties with the help of lab assistants with proper stock maintenance of consumables and instruments. Any maintenance required for the lab or lab equipment's are brought to the notice of the Administrative officer by the Head of the department. The required repairs are done by company technicians after collecting quotations verified by the A.O. and approved by the Principal.

Library Maintenance

The library is under the supervision of a well-qualified Librarian who is in charge of planning, buying books, and maintaining the library. Library Advisory Committee (LAC) consisting of Principal, Librarian and other staff members has been constituted for the smooth functioning of library. The committee meets at regular intervals and provides necessary recommendations to improve the learning resources. Book selection, proposals and complaints with respect to the functioning of the library are addressed regularly. Damaged books were checked and rebound annually.

Electricals and other maintenance

Electrical or plumbing complaints brought to the notice of the office are noted in the **Complaint**

Register kept in the college office or a requisition form is submitted to the office regarding the damage or maintenance required. Minor maintenance work is rectified by the in-house electrician / plumber. Major works are carried out after estimating calculations followed by the approval of AO and the Principal.

As part of overall development, the college provides various facilities for sports which are looked after by Physical Education department. Maintenance of sports includes leveling of ground, cricket pitches, painting of courts and other equipment.

Safety of staff and students are of utmost importance to the college. Round the clock security is provided by security officials who are supervised by the officer on special duty. CCTV is installed in all the prime locations. Parking facility is provided for staff and students at the entrance of the college. The buses are fitted with speed detection system (speed governor) as well as GPS. The drivers of the bus have ultimate responsibility for seeking information and reporting requirements of repair and maintenance. Pollution checks are done regularly as well as any other repairs required are undertaken immediately.

E-waste management

Institution has signed MoU with progressive e-recycling and trading company, and an e-waste corner has been set up inside the main building. Damaged laboratory equipment, computers, monitors, printers and batteries are sold as scrap materials on systematic basis.

DIGITAL INFRASTRUCTURE MAINTENANCE

AMC for digital infrastructure maintenance

Annual Maintenance contract (AMC) is signed every year for the following equipment with their contracts specifying the terms and conditions for servicing. The college software (new version of CAMPUS ERP tool and hostel module) and 3 central UPS to which all the computers are connected are also covered under the AMC with change of batteries required every three years. Minor works pertaining towards the generators and UPS are done by the in-house electrician. The college has several computer systems located in the administrative office, front office, library, computer lab, staff rooms, laboratories and a server which are under the supervision of system administrator whose role includes routine checks and minor repairs.

Any requirements for replacement of parts or systems are brought to the notice of the Principal and purchase of the parts is done after receiving quotes from different vendors. The college website is handled by the website coordinator. All-important notices concerning academics, exams, assignments and internal assessment marks are uploaded in the website, approved by the committee director, concerned HoD after the verification of college principal.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 10.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
229	210	93	59	48

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

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

Response: 36.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
335	448	432	438	446

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

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

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

Response: A. All of the above

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

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

Response: 66.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
1865	1661	292	271	277

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

23-10-2022 08:55:10

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 16.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
42	53	47	87	70

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

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

Response: 100.26

5.2.2.1 **Number of outgoing student progression to higher education during last five years**	
Response: 391	
File Description	**Document**
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	
Any additional information	

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

Response: 40.24

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	11	9	4	2

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	20	16	11	8

File Description	**Document**
Upload supporting data for the same	
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	

5.3 Student Participation and Activities

23-10-2022 08:55:10

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

Response: 22

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	3	4	4	1

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

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

Response:

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

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

The suggestions of students are taken into consideration in the decisions of internal committees which helps in maintaining a healthy relationship among students and the administration. It also ensures maximum involvement of students in curricular, co-curricular and extra-curricular activities and ensures a good teaching learning environment.

Students' Union

The primary roles are handled by members of students' union, who are elected through **parliamentary election mode.** These members constitute the students' council comprising of **Chairman, Vice Chairman, General Secretary, Joint Secretary, two University Union Councillors, Fine Arts Secretary, Student Editor, General Captain, class representatives and association secretaries from core departments.** The students' union functions as a mediator between the students and the college administration. The objectives of the students' Union are to **promote and coordinate social and cultural activities of students**, and to create in them an awareness of civil duties and rights. A staff advisor guides the student union in all their activities.

The major roles of students' union include;

- To make students aware of their duties, rights and responsibilities as a citizen.
- To provide chances to develop their character, knowledge, spirit of service and leadership quality.

The students' union organizes various programs aiming to inculcate social qualities and skills in students. They pave the way to the **development of leadership qualities**, **creativity** and **responsibilities of the students.**

The major activities of union are;

- Organising programmes related to **National and International days.**
- Publish students' creativity through college magazines.
- Encourage students to maintain a peaceful atmosphere in the campus and to help them to **participate in various arts, cultural and sports activities** in the college and university level.
- **The Union represents the college** externally on local and national levels.

The major events organized by the Students' Union in SIAS include;

- **Oath taking ceremony** for newly nominated Student Union Council Members signifying the official start to their term in office.
- Union Inauguration will be organised as a grand event with cultural activities followed by Oath taking.
- Inauguration of department level associations will be conducted with academic and cultural events.
- Fine arts programme ensures the participation of whole student community to showcase their talents in events **like poetry writing, versification, elocution, painting, light music, patriotic song, folk and traditional art forms like Oppana, Margamkali, Vattapattu, Kolkali**, etc.,
- Annual Sports Meet to prove their sport spirit.
- Day Observations (**International Yoga Day, Teachers day, Reading day, Martyr's Day** etc.,)
- Festival celebrations (**Onam, Eid, Diwali, Christmas and New year),**
- **Debates and discussions** on current issues of National importance.
- Quiz programs to increase their intelligence quotient.
- **College annual day celebrations** include annual union report reading and recognising & honouring proficient students.
- Farewell programs to impart a sense of unity.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	25	22	14	13

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

5.4 Alumni Engagement

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

Response:

Our institution has a registered alumni association that contributes significantly to the development of the institution. The association is named as **"Old Students Association of Rasiya Nagar" (OSRA).** It is a dynamic association purposes to develop, foster, maintain and support a mutually beneficial connection between alumni, students, faculty and staff members. The Executive Committee, elected by the Council of **OSRA**, comprises of enthusiastic individuals willing to take on the organizational initiatives and sustain the pride of the institution. The association services to offer programmes that foster campus traditions and perpetuates a passion for a lifelong involvement. The Association aims at developing a spirit of loyalty and deliver benefits and services that help the alumni, maintaining a good relationship with the institution and other fellow graduates. The events organized by the association include;

- **Social events,**
    - To pursue better careers to form communities,

- To create new opportunities.
  - To organize collective meetings.
- **Special events such as:**
  - Lectures & Symposiums
  - Meet The Stars - Interaction with eminent alumnus
- The association is also engaged in social activities and always represents itself in the fore front to **raise funds for the organization**, **to grant scholarships** and **financial assistance to the needy**.
- The financial support provided by OSRA to the college and OSRA community includes
- Alumni donations are essential for supporting the mission of our institution which signifies satisfaction of successful grades and their gratitude towards Alma mater. Alumni extend their support by contributing an alumni fund after their graduation.

- **Amount contributed in each academic year;**

2016-17 - **Rs. 4,06,500/-**

2017-18 - **Rs. 4,64,750/-**

2018-19 - **Rs. 3,72,220/-**

2019-20 – **Rs. 1,000/-**

- OSRA distributes **Eid kits** and other necessities among the non-teaching staffs and needy students every year to brighten their celebration.
- With the COVID-19 pandemic hitting the nation, the students were heavily dependent on mobile phones to access digital learning. Hence, OSRA **extended their help by providing digital devices like mobile phones** and **tablets for their uninterrupted learning**. A total **amount of Rs. 63,000 was donated** towards this cause.
- OSRA donated **sanitizer dispensers worth Rs. 10,000** to the college during the time of COVID 19 pandemic.
- OSRA **contributes to the semester fee of students** who are financially weak.
- OSRA contributed an **amount of Rs. 12 Lakhs to the expense of building the house of an alumnus** – "Sahapadikkoru veedu/ Kunjanoru veedu".
- At the time of catastrophic flood in Kerala during the year 2019, **OSRA donated essential commodities to the affected houses** in Vazhakkad and Nilambur areas of Malappuram district.

Other contributions of OSRA include:

- "**Meet the Stars**" is a platform which gives the students an opportunity to interact with the prominent alumni. These aspiring alumni will also get an occasion to share about their journey and experiences from college to the corporate world.
- "**Excellentia- Outstanding Alumni Awards**" is an event organized to recognize and acknowledge the prominent alumni who has achieved excellence in their respective field.
- "**Tarang 2K21**" the Alumni virtual arts fest and Football tournament conducted during the lockdown period was intended to culminate all the college memories and also to reunite the alumni to the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: A. ? 5 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The **vision** of the institution is **"To be a premier academic Institute globally acclaimed for empowering citizens in general and the backward classes in particular with competencies and character for constructive nation-building through quality higher education and research in multi-disciplinary subjects".** The institution stays true to its vision, mission and core values in its everyday working through the guidance and governance of the Managing Committee constituted under **Social Advancement Foundation of India (SAFI)** trust.

The college functions in a decentralized and participative mode involving all the stakeholders for fulfilling the **mission:**

- Offer academic courses of **contemporary** and **futuristic importance** nationally and globally.
- Create centers of excellence in frontier areas of technology, science, social science and humanities.
- Provide a **conducive classroom** and **institutional environment** that promotes **effective learning**, **curiosity**, **creativity** and **innovation**.
- Inculcate **socialization** and **social wellbeing through participatory learning** and thus, to provide holistic education including life skills, emotional, moral and spiritual competencies as well as values of social responsibility, **plurality** and **entrepreneurship**.
- Inculcate socialization and social wellbeing through participatory learning and adoption of best practices.

Governance Mechanism

- The **Managing committee**, constituted as per the University guidelines, is the apex body concerns with policy making, setting framework for implementation of the proposed goals and finalizes the strategic plan.
- The **Principal** is the executive Head of the Institution and is entrusted with the responsibility of managing the day-to-day affairs of the college with the help of **College council**, **statutory bodies**, **Administrative office**, **PTA**, and **Alumni Association**.
- The **College Council comprises of the Principal and Heads of the Departments**. Strategic plans and procedures are discussed in the college council. The participation of the teachers is constant in the decision making.
- Faculty members are in-charge of different statutory bodies such as **SC/ST** and **Equal Opportunity Cell**, **Minority Cell**, **Anti-ragging Cell**, **Grievance Redressal**, **Discipline Committee** and **Internal Complaints Committee (ICC)**.

The Reflection of Vision, Mission and Core Values on the Governance

The Strategic Plans are approved by the Managing committee by making sure that the vision and mission of the institution is reflective through the working of various cells and committees.

- **SAFI Chanakya Civil Service Programme** is aimed at contributing to the National Development by giving coaching to students who want to become the change-makers.
- **SAFI-Open Distance Learning** is an initiative to provide high quality online and digital learning.
- **The Leaders' Academy** is another platform to nurture the competent and dedicated students through the hall-marks of quality education to inculcate social responsibility, excellence and ethical integrity in them.
- Programmes with **Research Intensified Laboratory Coursework** lead to the global competency that are conducted in collaboration with industry experts, eminent academic figures and national and international institutions.
- **Local Chapter in SWAYAM-NPTEL portal** and **Sponsoring platform in Coursera** facilitate flexible international learning platforms.
- Memberships in **NDLI Club**, **N-List** and **DELNET** along with using **ICT tools** promote the use of technology in learning.
- Availability of **Management Scholarships** and **Freeships** as high as 100% of tuition fee, accelerates the opportunities of the economically backward students.

Thus, the institution thrives to become an **Autonomous Degree Granting Institute** as envisaged in the '**NEP 2020**' by facilitating a platform for the students to transform themselves to visionary leaders for the future.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The institution follows an effective and efficient management system through participative decision making. It vitalizes and motivates culture of decentralization and participative management by involving staff members in a number of administrative roles.

- **All the faculties are made a part of different committees**; recommended committees include **student representation as well**.
- A well-designed organizational structure including **Managing committee, Principal, College Council, PTA, Alumni Association, IQAC** along with **statutory committees and cells such as Grievance Redressal Cell, Anti-Ragging Cell, Internal Complaints Cell, ST/ST and Minority Cell** are the major elements of the governing mechanism of the institution.
- The **College Council** consists of all the Heads of the Departments and Assistant Professors in charge of the departments. **The Principal is the Chairman of the council**. It is a body to advise the Principal in all internal affairs of the Institution. The council meets as often as necessary or at least once in a month.
- In addition, the college also has other committees like Admission Committee, Discipline

Committee, Women Empowerment Cell, Advisory Committee, Timetable Committee, Career Guidance & Placement Cell, College Canteen Committee, Fine Arts Committee, Green Audit Cell, Human Resource Development Centre, Internal Exam Committee, Library Advisory Committee, Scholarship Committee, Substance Abuse Prevention Cell, Magazine Committee forums and clubs *viz*. Music Club, Nature Club, Film Club, Science Club, Color Club, Readers Forum, Entrepreneurship Development Club, Theatre Club, Pen Club, IT Club and Photography Club to ensure the participation of various stakeholders in the governance and decision making.

Frequent meetings at various levels of governance such as managing committee meetings, College Council meetings, staff council meetings, department meetings and meetings of numerous clubs and committees accelerate the practice of decentralization and participative management by leaving students, teachers and administrators opportunities for contributions in the matters concerning the institution.

CASE STUDY- "The construction of an additional floor in the Ladies Hostel"

- The **construction of an additional floor in the Ladies Hostel** is an example of decentralization and participative management in the institution as the **request for the same was raised by the students especially NRIs, Lakshadweep Students and Parents** during various meetings.
- As the majority of the students are from distant places and the number of student intake is higher when compared to the previous years, the students opined that the **present facility of the ladies hostel is inadequate for them**. In pursuance of the proposal from the departments, **the matter was placed before the College Council.**
- The Council discussed the matter in detail and forwarded the same to the Principal.
- The **Principal presented the need before the Managing committee.**
- After deliberations and discussions, the **Managing committee apprehended the need of the construction** of an additional floor and the construction was carried out accordingly.
- The **floor has all the necessary amenities including prayer hall, recreation hall and toilet facilities**, it started **functioning since 2017**.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Managing Committee drafts Strategic/Perspective plans for the institution which covers the set goals and strategies for the future. The institution currently follows the **Strategic Plan 2020-2030** which is **drafted keeping in mind the salient features of the National Education Policy-2020** such as academic flexibility, cross-disciplinary learning experiences, stressing upon capacity and skill building courses, extensive use of ICT tools in classrooms along with being a platform of equity and inclusion to foster

future leaders with moral and ethical integrity**.**

The key goals of the document ranges from the establishment of the institution as an **Autonomous Degree Granting College** to the construction of staff quarters and new hostels, introducing new cross-disciplinary programmes, spending more funds on research and learning resource development.

The previous **Strategic Plan 2015-2020** was drafted after the continuous process of analyzing the environment of that period, expected future scenarios and envisaging the future which the institution should move forward. The drafted document of the plan was placed before the Managing committee. After its detailed review through discussions and brainstorming with all the stakeholders, the strategic development plan was approved. This strategic plan primarily emphasized on the following thrust areas namely:

- **Governance and Administration**
- **Teaching Learning Practice**
- **Research and Innovation**
- **Infrastructure Development**
- **Community Relationship and Peer-Perspective.**

The document lays out the **Goals, Strategy, Execution and Indicators** of the aforementioned thrust areas, consequently, the institution was able to realize the majority of those goals.

One of the thrust areas of **Strategic Plan 2015-2020** was the **Infrastructure Development**.

- **The construction of the new science block** was one of the many steps towards achieving that goal; it was successfully implemented based on the strategic plan.
- Due to the increase in the number of student in-take and introduction of new courses, the need for more science laboratories, computer labs and seminar halls and classrooms were increasing.
- For this purpose, with the support of the various stakeholders, **a two-phase plan was introduced** for the timely construction and facilitation of the building.
- The first phase focused on the construction of around **20 classrooms with 70+ seating capacity, 3 staff rooms, a seminar hall with around 1000 seating capacity, solar panels powering the lights and necessary toilet facilities in 53, 400 square feet buiding** entailing connections across the north-west and north-east corners of the building.
- The first phase of the plan is completed and the building is currently under the second phase of the construction.
- **The second phase** focuses on establishing infrastructural augmentations like **laboratories and IT and Informatics Center** and **Physical Fitness center**
- The construction of the **Informatics Center** is progressing along with the **high-intensity laboratories for Chemistry, Physics and Psychology.** In addition to these, an advanced **Sports and Fitness Center** with **Gym, Badminton court** and **Table Tennis** is also established.
- After the completion of the second phase, the building will cover its **proposed 1,29,662.63 square feet** of land.

The aforementioned facilities intend to increase our ability to involve more students in meaningful research in the laboratories and to incorporate significant research opportunities into the science curriculum.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The institution functions based on the constituted **Policies, Rules and Procedures of Governance.**

- **The Managing Committee:** The organizational structure is centrally managed and supervised by the Managing committee constituted under the Board of Trustees of Social Advancement Foundation of India; this committee is the apex body in respect of **policy making** and **sets a framework for the implementation of the proposals** from various contributors. Strategic Plans are approved by the committee after deliberations with various stakeholders.
- **The Principal** is entrusted with the responsibility of managing the day-to-day affairs of the college; implements the directives of the Managing committee in accordance with the norms and guidelines stipulated by the government, the University and other regulatory agencies.
- **College Council:** It takes major decisions regarding the day-to-day academic affairs of the college; works as a board of advisors to the Principal with the assistance from **IQAC and PTA.**
- **Administrative Officer:** Supervises the Office Staff, Library staff, Support Staff, and Hostel Staff.
- **Board of Studies:** The academic affairs of the departments are supervised by the respective Board of Studies constituted under the Head of Department (HOD). The faculty, laboratory staff and students are managed by the **HOD**.
- **Committees and Cells:** The student affairs as well as the administration of the college are supported by **statutory bodies like Grievance Redressal Cell, Anti-ragging Cell, Internal Compliance Cell, SC/ST Cell, and Anti-sexual Harassment Cell** along with **Discipline Committee,** Ethics Committee, Women Development Cell, Admission Committee, **Advisory Committee,** Timetable Committee, **Career Guidance & Placement Cell**, College Canteen Committee, **Ethics Committee,** Fine Arts Committee, Green Audit Cell, **Internal Exam Committee**, Library Advisory Committee, **Scholarship Committee** and **Substance Abuse Prevention Cell**.
- The institution also has co-curricular and extra-curricular cells and committees like **NSS, NCC**, **Readers Forum**, Color Club, Drama & Photography Club, Music Club, **Nature Club, Science Club** and **Innovation and Entrepreneurship Development Club.**

Recruitment: The recruitment to the posts are on the basis of merit; vacancies are advertised both in newspapers and the college website . The application procedure is online through a designated recruitment portal. The interview panel comprises of the Principal, Head of the Departments and an external subject expert as per the provisions of the University.

Service Rules: All the employees follow the HR Policy, Handbook on service rules, published by the

institution in matters respect to the rules of leave, proper conduct, disciplinary policies and other miscellaneous affairs. Employees have to comply with both the University regulations and Directorate of Collegiate Education.

Grievance Redressal Mechanism: The Grievance Redressal Cell functions under the convenorship of a senior faculty; the **employees can raise any issue before the committee**. The college has **Internal Complaints Cell (ICC)** and **Anti-ragging Cell**. It has a **three-tier** system of Grievance Redressal starting from Department to College and then to the University level along with a separate college-level cell for grievances specifically on internal exams. The students can lodge their grievances through college website with anonymity guaranteed. The teachers and students are given necessary awareness on the redressal mechanism of the institution.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The institution facilitates diverse welfare measures for the teaching and non-teaching staff ranging from financial assistance for academic purposes, funded recreational events to financial and medical security.

These measures ensure finer employer-employee bonding towards building up a SAFI fraternity.

Notable schemes include:

- **Financial assistance for teachers** to participate, publish and present papers in National/ International seminars/webinars/workshops and conferences.
- **Interest-free laptop/smart phone loans** for the faculty members.
- Annual **increment** provisions subject to performance.
- **Provident Fund and Gratuity** security to all the employees.
- Effective execution of **health insurance coverage through ESI** and routine health checkups.
- **Festival allowances and Interest-free small term loans** for non-teaching staff safeguarding their financial security.
- Provisions for **Duty Leave** for the teaching staff.
- Provisions for **maternity leave** for female employees.
- **Fee concession for the children of staff** studying in the institution.
- **Vacation salary** for the staff for the months of April and May.
- **Medical leave** provisions for the staff who have been in service for two and more years.
- **Free conveyance** for the non-teaching staff in college buses.
- Distribution of **free uniforms** to drivers, security guards, house keeping staff and canteen staff.
- Provisions of food concession at the college canteen.
- Complimentary **refreshments** to the non-teaching staff.

The management frequently funds to organize programmes by IQAC to meet social and emotional skill acquisition targets of the staff. Occasional events of appreciations are also held to encourage their sincere efforts.

These range from:

- **Periodic training programmes and workshops** for the staff to revive their teaching and listening enthusiasm. Professional trainers and proficient resource persons provide hands-on training in advanced realms of teaching and learning.
- Expert sessions on **Administrative training for non-teaching staff** to fortify their managerial skills. Talk by counsellors are held occasionally to sustain the stress-free ambience.
- **Annual Felicitation of Best Teachers** subject to comprehensive evaluation of academic and extracurricular performances of the faculty. The members of the Trust declare the Best Teacher of the year and distribute Cash prize and memento.
- **Best Department** awards with **cash prizes** institution annually to promote a healthy competition in academics. The selection is based on the overall performance of the department.
- **Honoring ceremonies** of teachers for their meritorious academic and non-academic achievements at University/State/National/International levels.
- **Sponsored cultural events, retreats and annual staff tours** to help boosting the in-house bonding and harmony of the institution towards contributing to the smooth functioning and progress.
- **Fitness programmes and sports meets** to strengthen the athletic spirits of the staff.

The institution is keen on provisioning adequate amenities for the staff while structuring advanced infrastructure within the campus premises considering the remote geographical location. These comprise:

- On-campus **family quarters for the staff.**

- **Rent free accommodation** for staff in Men's and Ladies hostels.
- **High Speed Wi-Fi facility** and **Google Workspace Account.**
- **Separate Parking area** maintained for parking the vehicles of the employees.
- On campus **ATM facility with cash deposit** to ease the trouble of reaching out to distant banks.
- **Separate hygienic washrooms** for staff near their departments and offices.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 67.8

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
27	50	49	44	42

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

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

Response: 9.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
26	10	5	3	4

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

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

Response: 88.74

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

2020-21	2019-20	2018-19	2017-18	2016-17
58	61	55	51	53

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

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

Response:

The institution has a functioning efficient appraisal system to assess and evaluate the performance of the teaching and non-teaching staff in order to accelerate their professional growth and improve academic and administrative caliber.

Performance Appraisal System for the teaching faculty:

Evaluation under PBAS

The performance of each faculty member is assessed according to **the Annual Self- Assessment for the Performance Based Appraisal System (PBAS) as indicated in UGC Regulations**. The promotions and increments are based on the score achieved by each faculty. The PBAS proforma filled by the Faculty Member is checked and verified by the respective Heads of the Departments, followed by the Principal and the Managing committee.

Teachers' Diary

The Teachers' Diary is given to all the staff at the start of every academic year to record their daily academic activities. **Details related to the teaching-learning process along with co-curricular and extra-curricular responsibilities** namely semester plans, internal duties record and personal and professional record **are recorded**. The teacher's diary is monitored by the HODs and then submitted to the Principal and is used as one of the parameters for the appraisal of the staff.

Faculty assessment by the students

The Feedback Committee conducts the feedback in the college as per the instructions of the IQAC. Each year, the students can evaluate teachers' performance in a prescribed format on the basis of specifically designed questions on different aspects of teaching-learning *viz.* classroom management, communication skills, fairness in internal assessment, easiness of the interaction of the teacher, effective completion of syllabus on time and subject knowledge. The Feedback Committee submits a detailed analysis report of the feedbacks received to the Principal *via* IQAC.

Evaluation Report by the HOD
Heads of the departments prepare a **confidential report** in a prescribed format evaluating the academic performances highlighting the strength and weakness of faculty members.

Evaluation Report by the Principal

The **Principal prepares a confidential report** about teachers (including HODs) after considering the PBAS, report by the HOD and feedback from students. This is **submitted to the Managing committee,** upon which the **incentives, increments** and other benefits are fixed and remedial **workshops and necessary trainings** are conducted for those who get weaker scores.

Evaluation of the non-teaching staff: All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal. The **Administrative Officer** evaluates the non-teaching staff every year through a **performance appraisal form** designed by the IQAC. The administrative/managerial skills of the non-teaching staff members are assesed under different parameters:

- Job knowledge / Skills
- Quality of work
- Productivity
- Loyalty to work
- Interpersonal relationships

- Work ethics and responsibility
- Communication
- Dependability and reliability
- Punctuality towards work
- Self-discipline and grooming

The confidential evaluation report by the Administrative Officer is submitted to the Principal for assessment and the Principal gives them feedback and suggestions.

This effective appraisal system has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses ensuring better overall performance.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Institution **conducts internal and external financial audits timely and efficiently**. The **systematic and meticulous audits make the accounts and transactions transparent**. The internal audit is carried out by an experienced expert within the i**nstitution itself whereas the statutory audit is performed by the institution-appointed Chartered Accountant.**

External Audit:

The external audit is conducted **annually at the end of every financial year.** The external audit starts with a managing committee meeting to discuss the appointment of the statutory auditor; an authorized Chartered Accountant gets notified and appointed as the external auditor by the institution as the result of the said discussion. After notifying the organisation of the upcoming audit, the auditor requests documents which include a copy of the previous audit report, original bank statements, receipts and ledgers. In addition to this, the auditor may request organizational charts, along with copies of board and committee minutes and copies of bylaws and standing rules. An audit plan is then drafted.

Internal controls are evaluated to make sure they are adequate. The auditor gives the organisation an opportunity to respond in case of doubts or disparities found in the submitted account statements. The auditor then proceeds to prepare a report detailing the findings of the audit and recommends solutions to any problems. After finalizing the financial statement, the same will be filed as per the statutory law.

Internal Audit:

As part of the internal control, all purchase requests/vouchers/bills submitted are put up to the Principal for approval; the tenders are also reviewed in the same way. After approval, quotations are collected and the lowest quote is approved by the Principal. Thereby purchase orders are issued. Once the invoice is received, the Chief Accountant processes the bills and puts up the financial statements of the bills and payments to the Administrative Officer for verification. The Administrative Officer examines and verifies all the financial statements. For clarity, authenticity, transparency and financial accuracy the Principal scrutinize this data and sanctions the payment. Financial statements along with the cheque that are more than 25,000 except fixed asset acquisition and salary components are then sent to the Treasurer / General Secretary for approval signature; the payments are then processed. The Principal, the Administrative Officer and the Chief Accountant closely monitor income/expenditure of the college. As a part of ensuring transparency and authenticity, all the payments are processed through cheque and the same is honored by management-authorized signatories. Internal Audit is an inevitable aspect of financial supervision.

The Internal Audit of the accounts is run and cross-checked by an Audit expert within the institution solely appointed for the same. After receiving the appointment order the Auditor request the detailed account statements and related documents for the process. The periodic verification of financial transactions with detailed report of observations after the audit gets submitted to the Head of the institution. **The accounts are maintained by the Chief Accountant and the Principal is accountable for all the financial transactions.**

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 610.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
247.68	223.37	121.25	16.05	2.23

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

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

Response:

The Institution has a transparent and well-planned financial management system in which the Trustees, members of the Managing Committee and philanthropists are the major sources of funds. The Resource mobilization policy focuses on achieving the goals and target of the institution through optimally mobilizing and utilizing funds by maintaining accountability and transparency throughout the procedure. The institution is centrally managed by a non-profit organisation called **'Social Advancement Foundation of India- SAFI'** which ensures that the income generated is spent optimally in the institution itself. The college office manages the management-sourced funds whereas the Administrative Officer ensures the optimal utilization of all the other funds and resources in consultation with the Purchase Committee, Library Advisory Committee, various Departments and the Managing Committee.

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

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

The mobilization of these funds is done in a meticulous way to ensure that all the needs of the institution are thoroughly met.

- The **fee collected from students** is mainly used for the requirement of the salary of the staff.
- The **Individual donations** from trustees, philanthropists and non-governmental bodies, **FCRA Funds** and **CSR Funds** are used for infrastructural development and campus maintenance as envisaged in the strategic and perspective plans.
- **Financial support from the management** is used for the construction of buildings, providing scholarships for needy students and for faculty to attend seminars/workshops/Faculty Development programmes. This also covers the expenses for organizing department level programmes as well as National and International workshops, seminars and conferences. Extension and outreach programmes and other activities of various clubs and forums are also supported by.
- **Leaders Academy** is a fully Management sponsored Programme to realize the dream of moulding socially responsible citizens. The three year training programme for the selected students grouped under five mentors from the faculty, is monitored, supervised and funded by the Management.
- **Alumni and PTA Contributions** are mainly used as aids for organizing cultural fests and by providing financial assistance to participate in various co-curricular and extra-curricular programmes and other major & minor student welfare initiatives.

- Funds are also mobilized for the staff economic welfare measures like the **Employee State Insurance (ESI), Provident Fund (PF), Gratuity Fund** as per payment of Gratuity Act; these are provided to the staff in an Act of ensuring economic security.

Transparency, accountability and optimal utilization of the resources are ensured by conducting meticulous periodical internal and external audits of the statements. The internal audit is done by an expert within the institution itself whereas the **statutory audit** is conducted annually by an external auditor. All the concerns and queries related to the accounts statements can be raised by any stakeholders with a guaranteed response. The accounts are maintained by the Chief Accountant and the Principal is accountable for all the financial transactions.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

IQAC continuously **frames, implement, and reviews novel initiatives** with the support of the management, which includes measures and manoeuvres like **student centric learning, knowledge fest, curriculum workshops, professional development programmes, research promotional programmes, sustainability development, blended learning, faculty development programmes, international and national colloquiums** and significantly more. This series of maneuvers aimed at perfecting the sail towards a loftier teaching learning system, two are noteworthy:

1. SIAS Cognise-Logue: Invited Lecture Series

IQAC organizes this lecture series every year with the cooperation of different departments. This series is aimed at giving exposure to the students in different areas of specialization from eminent scholars and subject experts. Providing scientific, technical and professional insights in various streams of knowledge, the initiative has a total of **35 lectures thus far**.

Academic Year	Title of Lectures	Number of lectures
2020-2021	- Autumnal commonality: Reading of Louis Gluck - Arabic language- fabulous	20

	facets • Bio-mass and Bio-fuel • Biotechnology: Future and Scope • Contemporary Literature: perspectives and paradigms • Covid 19 & Third world countries • Database Hacking and Prevention Techniques • Demonetization Facts and Figures • Financial Awareness and Consumer Training • Genetics of Antibody Diversity • Greek Tragedy • Historical Research in Mappila Literature • Interfaith Dialogues and Introduction • Islamic Banking and Finance: The nexus with the real economy • Macro Economics-Impact of Covid 19 on Indian Economy • Scientific Approach towards Research • Sports and Spectatorship • Transactions and Practice the Islamic Way • Understanding Gender • Why Theory Matters in Psychology		
2019-2020	• Medical Coding • Learning Outcomes of Journalism • Women and Child Nutrition • Functional Arabic • Career Counselling for Higher Studies : Research and life in UK • Cloud Computing • Gender Equality • Behavioural Changes and	10	

	• Academics • Crisis in the Indian Economy • IPR		
2018-2019	• Major World Religions • Pollution and its Different Aspects in the Society • Career Counselling on Biotechnology • Ketogenic Diet • Freelance Writing	5	

2. Launching of Enterprise Resource Planning (ERP)

After receiving counsels from the faculty, the IQAC identified and understood the need to have a compatible e-governance system in place to integrate the administration of the college as the institution is transforming itself into a well-established institution of higher learning over the past years. In compliance with this need, a new and improved Enterprise Resource Planning software was implemented in the institution. The ERP excels over the traditional mode of governance by maintaining a paperless office with increased productivity, besides being both time and cost effective.

The **ERP modules** include:

- **Applicant management**
- **Finance and Accounts**
- **Student management**
- **Attendance management**
- **Employee management**
- **Staff communications**
- **Research scholars**
- **Purchase**
- **Inventory**
- **Booking and allocation**
- **E-file management and tracking**
- **Communications**
- **Examination**

The working of the ERP is expected to be brought into its full-fledge step by step. It is currently used in different areas of operations like **administration, finance and accounts, student support and examination.** The beneficiaries of the system includes Principal, faculties, students and parents. This initiative ultimately ensures that **the use of technology is promoted** among the faculties and students on top of making the **over-all working of the institution seamless.**

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC adopted **practices to review the methodologies of the teaching-learning process to enhance the quality of education** for uplifting the institution towards harvesting signature outcomes. The major practices are outlined below:

Teaching-learning process:

- **Orientation programmes / FDPs** are organized.
- Constituted an **Internal Examination Committee (IEC)** to **evaluate and publish results.**
- Periodic emendation of **Teacher's Diary.**
- Monthly evaluation of **Mentor-Mentee reports.**
- Research promotion projects like **Academic Amalgam, SEED and Cognise-Logue.**
- Introduced **new academic programmes and value added courses.**
- Conducted **capacity building** programme.
- Established **E-Content Development Centre (ECDC).**
- Established Journal Club to inculcate research aptitude in students.

Structures and methodologies of operations:

- Digitalized Fee payment portal
- Established **as a local chapter in SWAYAM-NPTEL**
- **Digital logbooks** in Library and **membership in e-repositories**
- **High-speed Wi-Fi** enabled campus
- Signed MoUs to increase industrial linkage.
- Detailed external expert assessment of e-contents developed by the faculties.

Review of learning outcomes:

- **Established scholarship committee** to ensure identification of eligible students.
- Constituted department level **Board of Studies** to regulate the curricular affairs.
- Regular **feedback gathering** on curriculum design and implementation from different stakeholders to **analyse, evaluate and give recommendations.**
- Biannually conducted **Parent-teacher** meetings

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- **Result analysis, Academic and Administrative Audit** (AAA)
- **Established Career Guidance and Placement Cell** to help and counsel students on their future plans.
- Established **Publication division** to facilitate research publications of students and faculties in reputed journals and contribution in book chapters.
- **Annual Review Meeting** to conduct SWOC analysis of the departments.

In addition to the above instances of the **incremental improvements made for the preceding five years about quality,** two reforms facilitated by the IQAC for the aforesaid purpose are noteworthy:

1. ICT ENABLED TEACHING-LEARNING PROCESS

The institution follows an advanced ICT enabled smart teaching making use of multifarious IT methods to raise the standards of teaching:

- 100% ICT enabled classrooms with well-maintained LCD projectors.
- The internet bandwidth increased to 300 Mbps along with a leased connection of 50 mbps.
- **Customized ICT** enabled learning through **institution owned MOODLE** platform.
- The **digital library** is equipped with 20 computers and access to more than 6000+ e-journals and 300000 e-books of **INFLIBNET Centre** through **N-LIST** Programme. Additionally, the institution has Membership in **NDLI Club** and **DELNET.**
- Wider use of **LMS.**
- A new and **effective ERP** was introduced.
- **Audio Visual theatre** with a **seating capacity of 100.**
- **Number of computers** raised to **216.**
- Infrastructure developments include a **New Science Block**, **Auditorium** and an **Informatics Centre**.

2. E-Content Development Centre (ECDC)

ECDC is a part of SIAS digital hub, a digital ecosystem which has launched as an auxiliary method for classroom teaching. It is established with several objectives namely,

- **Generation of e-content in various discipline**, to make teachers experts in content creation.
- **Audio visual production centre** to enhance learning experience for media studies of student community.
- Wide range of **content development pertaining to all area of specialization**.
- An **in-house visual repository** for reference designated to disseminate knowledge.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

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

Response: A. All of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Steps have been taken by the institution to ensure the student community is enlightened with social and moral values to attain the institution's vision.

The **programmes offered** include **courses imparting** a sense of gender equity in students.

- **Gender Studies**
- **Voices of Women**
- **Media Culture and Society**
- **Media Laws**
- **Communication Laws & Ethics**
- **Social Teaching of Islam**
- **Human Physiology**
- **Professional Ethics**
- **Film Studies**
- **Development Communication**

Institutional level Clubs and Forums address Gender sensitization

- Organizing programmes to sensitize gender equity towards subverting the gender stereotypes in the society.
- The institution has constituted committees like **Women Development Cell, Equal opportunity cell, Internal Complaints Committee**, **Grievance Redressal Forum** and **Anti-Ragging Committee.**
- Events by clubs and committees flag gender justice and put forth novel gender conscious practices.
- Programmes like **soft-skill development workshops**, **health awareness**, **premarital counselling, self-defense**, **street plays**, **flash mobs**, **one-act play, debates, elocutions, seminars, webinars and wellness programs.**
- Observation of national and international women's day, National Women's equality day, International Day of Women and Girls in Science and Mother's day.
- To practice an inclusive environment on the campus, programmes addressing **LGBTQ concerns** are being organised to make the students have a **positive attitude towards non-binary communities**.

Initiatives to promote gender sensitization in numerous aspects are

a. Safety and security

The security of women is ensured through effective systems of safety and surveillance.

- 24x7 Security guards at the Main Gate and hostels.
- More than 120 CCTV cameras are installed at various points in the institution premises namely institution Gate, Main entrance, corridors, auditoriums, near washroom entrance, examination halls, canteen, hostel and other corners of premises, ensuring safety. The surveillance can be monitored by the Principal and Officer on Special duty.
- ID cards are made compulsory inside the campus for students and staff.
- Gate registers are maintained in the main gate to monitor the entry and exit of visitors.
- Visitors are not allowed to enter the hostel except with the permission of the Warden.
- The timing for closing the main doors of ladies hostel is set at 6.00 pm.
- The Ladies hostel with security guards and surveillance cameras make the girls rest assured of safety.
- The matron of the ladies hostel is a certified nurse and thus the hostel inmates can avail immediate medical care whenever required.
- Workshops on self-defense are organised by the institution to make the girl students equipped with skills to protect themselves from any form of violence.
- Fire extinguisher mounted on walls for safety in case of fire emergency.
- Vehicle tracking system is installed on college bus to locate and ensure safety.

b. Counseling

- A counselling center named "Happiness center" is established in the college to provide assistance for the needy students and faculties on the Campus.
- Head of the Psychology department is a full time counselor who resolves adolescent issues and individual problems that cause distress and tension to students.
- The mentor-mentee communication has been proved to be effective in handling academic and personal issues of the students.

c. Common Room

- Common rooms for girl students with hygienic wash rooms.
- Sick room with beds and first aid facilities.
- Sanitary napkins and incinerator facility are provided.
- Green room is set adjacent to the auditorium to get ready during cultural events.
- Separate prayer and meditation halls for girls.

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

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

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

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

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

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

Response:

The Institution ensures sustainable waste management system with well-planned design for the management of degradable and non-degradable wastes. The institution practices waste-free lunches by cutting down on food packaging, single-use disposable items. It encourages students and staff to take up the following.

- **Solid Waste Management:**

The solid waste is segregated as bio degradable, plastic & recyclable waste and collected in identifiable colored dust bins. All class rooms and corridors are provided with dust bins and the daily waste collected is processed regularly. **MoU with the Haritha Karma Sena (Govt. of Kerala)** and other private agencies provides systematic and organized disposal of non-degradable solid waste. Incinerator facility at ladies toilets ensures maximum health and hygiene. **The Bio-pedestal** is installed behind the canteen to manage food waste. The biodegradable wastes from the kitchen are deposited to **bio gas plant with a capacity of 4m3 and the 7 kilograms** of biogas generated daily is utilized in the canteen for cooking. The green waste from **green house**, **herbal garden** and **courtyard** is collected and decomposed in the **compost pit** installed near it. An additional facility of **Vermicomposting Unit** is installed for courtyard trimmings and other green waste disposal.

- **Liquid waste Management:**

The **Sewage Treatment Plant (STP)** in the **SIAS ladies hostel for recycling the waste water** from the

toilets and reused for Gardening purpose. **Another Sewage Treatment Plant (STP)** is **installed in the Science Block** to channelize the waste water.

- **Biomedical waste:**

Waste from laboratory-based departments like **Microbiology, Food technology and Biotechnology, Biochemistry and Chemistry** are **autoclaved** and then **disposed in the drainage system**. Culture media in glass petri dishes and test tubes are sterilized by autoclaving in **autoclavable bags** for easy disposal. These are transformed to micro waste containers which are disposed-off in landfills. Disposal of **broken glass pieces of test tubes**, beakers and measuring cylinders are packed in proper garbage basket and separated from other waste and given for recycling. **Toxic Chemicals are also disposed in separate chemical disposing garbage** basket by covering it properly. Incinerators are used to dispose the soiled materials.

- **E-waste management:**

E-waste corner has been set up inside the main building where the college **e-wastes are collected from time to time**. Non-working laboratory equipment, computers, monitors, printers and batteries are sold as scrap materials on regular basis to authorized registered agency. The institution has **MoU with Recycling and Trading Company,** Marathakara bypass Kujanampara P.O. Thrissur, Kerala.

- **Water Recycling:**

The greywater from bathrooms, closets and utensils wash area of the campus is collected by pipes and processed in Sewage Treatment Plant (STP) tank. The stored greywater is purified by the action of compressor in STP. Two STPs installed in the campus process the waste water which is utilized for gardening, watering the plants in the vegetable and herbal garden. This water is also used for construction works, washing vehicles and other miscellaneous purposes.

- **Hazardous chemicals and waste management:**

Hazardous and toxic chemicals are collected safely and discarded according to scientific lab safety procedures.

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

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting

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

Response: A. Any 4 or all of the above

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

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

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

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

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

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

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

Response:

The institution aims to provide an inclusive environment and regional diversity where a holistic development of community is guaranteed. It ranges from the policy making, faculty recruitment, students enrollment to community outreach. The faculty are appointed and students are accepted without any discrimination in terms of caste, creed, gender and physical disabilities. The ethics committee ensures the harmony of students from diverse regions, class, religion, caste, social and cultural backgrounds.

It is evident through the following events that the institution has a culturally diverse atmosphere which ensures an inclusive nation building.

- Festivals namely **Diwali**, **Christmas**, **Onam**, **Bakrid**, and **Holi**, are celebrated in harmony.
- '**Food Fests**' as a part of **'World Food Day'** are celebrated to familiarize with different cuisines.
- Distribution of **Onam Vegetable Kit** and **essential study kits** to the needy school children.
- Distribution of **hand sanitizers** to students and staff.
- Cultural programmes are conducted towards **showcasing provincial cultural artistic forms** through students.
- Encourage students to participate in **Cultural Fests** and **Kerala Literature Festival**.
- Observes important days like **Hindi Day**, **Arabic day** and conducts special programmes to impart its importance to students.
- Celebrates **Vanamaholsavam** on the campus to support planting and tending of trees towards creating more forests in the country.
- Encourages students of media studies to participate in the '**International Film Festival of Kerala (IFFK)**.
- Organizes **National level E-Quiz competition** on **International Biodiversity day** to give awareness on biodiversity conservation.
- **Convenes awareness programmes on International day against Drug abuse & illicit trafficking,** and **anti-drug day** to stay away from social evils.
- Celebrates Days such as **Biodiversity Day**, **Interns Day, Reader's Day, World Paper Bag day** and **Statistics day to enlighten the students on social work and social action**.
- Conducts **blood donation camps** to grow solicitous towards the needy.

Paramount events

- Rescue operations during the '**Plane Crash at Calicut International Airport**'.
- Awareness Programmes on **Monsoon Diseases and Energy Conservation through Wall Art** in the nearby villages namely Vazhayur and Ramanattukara.
- '**English Poetry Writing Competition**' as part of celebrating **World Poetry Day**.
- **Assistance** to the people who were affected by massive **landslide in Kavalappara, near Nilambur** in Malappuram.
- **Field trips** by Science Club to nearby farms in "**Niravu**-**Vengeri"** and **Aroor** to understand different aspects of organic farming.
- **A survey on expatriates** who lost their jobs due to COVID-19 and other health related issues, by the students as a part of **Rehabilitation Project** (**First Initiative in Kerala**).
- Contributed around 800 masks to the **'1000 Mask Challenge' during COVID-19.**
- Distribution of alumni sponsored mobile phones for needy students in Mundakassery and Vazhayur, under **'Mobile Phone Challenge'** during the lockdown period.
- **School Cleanup challenges** and **painting of Anganawadi** in Vazhayur to create social commitment in students.
- Students collected funds to distribute **essential study kits** to the needy school children of Vazhayur and Mundakassery village, which inculcates social responsibility in them.
- The alumni played a historic role in the process of rebuilding GLP School at **Kurichyarmala** in **Vythiri** in **Wayanad district** and has conducted cleaning programme at **Higher Secondary School, Kakkove**.
- A programme named **"RAIN WALK"** was organised to give awareness on Biodiversity.

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

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

Response:

The institution organized activities to inculcate social values among students to mould themselves as responsible citizens. Ranging from awareness lectures to volunteer activities, these programmes focus on ingraining insightful habits about fundamental values, duties, rights and responsibility of citizens.

The institution organized the following programmes for students and employees to bring awareness on constitutional obligations:

- **Students read Constitution:** The pledge of Preamble and reading excerpts from the Constitution to make the students understand the fundamental rights.
- **Debate on democracy:** Debate over the prospects and problems of the democracy.
- **Students Reporting Citizens Amendment Act:** Production of a documentary regarding the unrest of CAA, NRC protests.
- **International day for Senior Citizens:** Students organised Continuous Literacy Programme for the senior citizen.
- **Rashtriya Ekta Diwas:** Interactive session on "Making a Responsible Citizen" regarding views on National integrity and unity.
- **Nagaland Unrest:** Newspaper analysis session on the issue of Nagaland unrest, which included analytical take on the reportage of issue.
- **Human Rights day:** Solidarity to protect the rights.
- **Vigilant India Prosperous India:** Pledge against corruption and awareness on anti-corruption measures.
- **Independence Day:** Celebrated to realize the sacrifices of freedom fighters.
- **Ten Commandments of Self Discipline:** Programme inculcated self-confidence, self- esteem and inner strength in students.
- **Fundamental rights of Indian Constitution programme:** Discussed Article 12-35 dealt with Fundamental Rights.
- **Understanding Gender:** Discussed socio-cultural implications of the concept "Gender" and the multifaceted distinctions between gender and sex.
- **Weapon training camp:** Semi residential camp included lectures, basic parade, drill with arm etc.,
- **Pre -election Analysis:** The importance of political awareness was perceived.
- **Environmental Laws and Policies:** Discussed the basic laws involved in Environment and policies therough webinar.
- **Seminar on LGBTQ Rights movement in Kerala:** Comprehensive insights on challenges and future of LGBTQ activism.

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- **Seminar on Climate Change:** Education through Social & Mass Media.
- **Women and Child Nutrition:** Discussed on malnutrition and child deaths worldwide.
- **Orientation Camp on EMPOWERING BELIEFS:** on creating impacts by making the best use of opportunities.
- **Women in Leadership:** Discussed on under-representation of women in decision making in politics, business, and communities.
- **Nurturing Gender Equality through Education:** webinar on sexual equality.
- **Gender Sensitization webinar:** on shades of gender equality and challenges faced by modern women in pursuit of education and career.
- **Puthuvype LPG Terminal mass Protest:** Students joined and declared solidarity with oppressed people.
- **Gandhi Jayanti celebration at Peace village, Wayanad** (a home for older peoples who left their homes with wounded hearts): The students engaged in cleaning activity, garden setting, planted 150 saplings and interacted with the inmates.
- **Mobile Phone challenge:** Students collected funds and distributed mobile phones to the needy and poor students for attending online classes.
- **Helping hand to landside affected people:** Student volunteers of task force came forward to help the people affected by land sliding in Vazhakkad, Malappuram district.
- **International Webinar on never ending war:** Discussed and analyzed the Middle East crisis.
- **International Volunteers day:** shared the experiences of volunteering.
- **EXPO SIAS20:** addressed marine pollution and to rekindled scientific approach towards saving environment.
- **Media Literacy awareness campaign** on National Press Day "Regain the power of Fourth Pillar".
- **Readers day** : Many programs are conducted on behalf of the day namely **"The joy of reading"**, **"Varikalude Vazhikal"** etc.,

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

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

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

Response: A. All of the above

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

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

Response:

The institution celebrates events and festivals of National and International importance to enlighten the youth towards relating to the culture of the country. The students learn lessons of social harmony from such events honoring the great heritage of India. Recognizing the momentous contributions of historical figures to freedom and justice inspires the youth. Commemorative and national ceremonies and events will help to have strong feelings, emotions, and on the other hand they are filled with inspiration, hope and information.

Students, teachers and administrative staff join the Independence and Republic Day celebrations every year and take part in parades and cultural performances. Quiz, debates and Freedom Talks are held during the weeklong celebration.

- **Commemorative Days:** Birth anniversaries of **Great Leaders of the Nation** such as **Mahatma Gandhi, Dr. Radhakrishnan as Teacher's Day, and Jawaharlal Nehru as Children's Day** etc.,

- The institution commemorates renowned personalities such as poet **Basheer, Muhammed Ali**, **Singer Umbayi**, **K.G Subramanian**, **Muhammed Morsi**, **Swamy Agnivash**, **KR Gouri Amma** etc., with lively programmes discussing their classic contributions to arts, sports literature and media.

- **Independence Day:** Celebrated to inspire patriotism and a sense of liberty.

- **Gandhi Jayanthi:** The day was celebrated to inspire in students Gandian Ideals of truth, non-violence, self-restrain etc.

- **Anti-Drugs Day**: Seminars in collaboration with **VIMUKTHI MISSION** to sensitize students the dangerous of drug abuse

- **Teacher's Day**: To inculcate a sense of student bondness to teachers.

- **Children's Day:** Distributed toys and coloring instruments to the kids of nurseries in the locality.

- **World Mental Health Day:** Observed to make the students conscious of preserving mental health.

- **World Suicide Prevention Day**: To defend students from the tendency of suicides.

- **World Food Safety Day**: How to ensure healthy hygienic and nurturing food.
- **International Microorganism Day**: Provided an opportunity for microbe lovers around the world to share their passion and knowledge.

- **World Environment Day:** Programs and events where organized to promote environmental values.

- **World Food Day**: "**A HANDFUL OF RICE**", a program for distribution of food to the needy in the streets.

- **Women's Day:** A program **"Women and Child Nutrition"** was organized to sensitize girls with respect to nutrition.

- **Van Mahotsav:** Programs including planting of trees for preserving environmental values.

- **Enjoy Life Through Science:** A program for developing scientific temperament among students.

- **World Poetry Day:** The day was observed to inculcate learner's literary zest.

- **World Science Day:** Programs were conducted to promote in students an aptitude for science.

- **International Day of Biodiversity:** The day was observed to make leaners conscious of the web of life within which all living things are bounded together.

- **Global Hand Wash Day:** The program upheld the need for defending against pandemics through hygienic measures.

- **World Paper Day:** Promotion of paper as a substitute for plastic.

- **Mother's Day:** To promote children love for mother and make them conscious of mother's supreme self-sacrifices for the sake of children.

- **World Milk Day:** The day celebrates the benefits of milk and other milk products.

- **World DNA Day:** The day was observed to promote students interest in genetics.

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

7.2 Best Practices

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

Response:

Best Practice I

Title of the Practice: **SAMETHAM -"Light up…Live forth…"**

'Sametham' is a humane project of the institution to succor the comprehensive development dynamics of the adopted villages of Vazhayur and Vazhakkad. The word **'Sametham'** in Malayalam denotes **togetherness**.

Objectives of the Practice

- To chip in to the socio-economic development of the locality of the Vazhayur and vazhakkad.
- To extend the educational and economic support to the community living in Vazhayur and vazhakkad.
- To seek measures for making good the loss of employment in the context of the pandemic covid 19.
- To create a rapport with domestic traditions and customs.
- To widen the knowledge horizons in concert with scientific and technological advancements.
- To create awareness among the people of the locality regarding the need for preserving their health.
- To create awareness regarding climate borne diseases and how to prevent and overcome them.
- To impart the required skill and knowledge for the conversion of kitchen waste into organic fertilizer.

The Context

In the context of the outbreak of the flood of 2019 the students and teachers of the institution volunteered in many disaster management activities such as cleaning the flood affected schools and houses and also dished out food kits to the victims in the locality of vazhakkad. This has resulted in awakening an awareness of social responsibility of students of the institution. The experience volunteer ships in the context of the flood of 2019 stood in a good stead for the student to take up volunteer ship in the context of the outbreak of pandemic covid 19. On account of the pandemic many people who belong to Vazhayur and vazhakkad who had been working abroad for many years, lost their employment and had to return their native places. It is in this context that it occurred to the academic community of the institution to be responsible to extend their helping hand to the community.

In order to inculcate social responsibility of the students, the institution has conducted a survey to estimate the development indicator status of the Panchayath of Vazhayur and Vazhakkad. This has resulted in launching of a community initiative program called SAMETHAM, an extensive project of social interaction. It aims at drawing the attention of the students towards contributing to the comprehensive growth of both the villages on social, economic and emotional levels.

The Practice

The efforts of various departments and committees of the institution are coordinated and directed towards creating positive impact in the villages. The range of the activities of community extension project called 'Sametham' includes rehabilitation of affected people and distribution of food kits during festivals such as Onam and Eid, inculcating scientific temper among school students and provides financial support for needy people. Street plays were enacted and cultural activities were held to create social awareness and to provide entertainment to the people of the villages. Alert to the concerns of the needy, the students themselves volunteer to raise funds for distribution of food kits and other necessities.

Edu support: Books and other learning materials have been provided to the needy students. The department of English conducted training program to selected students and the trained students conducted an English language skill development program for the upper primary school, who were appearing for scholarship examination. Conducted games and culture programs for kids. Institution collected books for libraries in flood affected area.

Health Care: Awareness programmes on vector borne diseases are conducted on regular basis. Issuing health cards, organizing blood group test camp, blood donation camps and installing Bio-Pedestals and Composts to improve soil structure. A camp for testing the glucose contents of the blood has also been organized. On holidays and weekends in particular, the trained volunteers assist, associate and accompany the members of Vazhayur Palliative clinic while visiting the homes of patients. The institution organized virtual workshop on testing food adulteration for school students.

Rehab Drive: The village being prone to natural disasters like flood, the institution volunteers for rehabilitation activities such as cleaning of flood affected houses, **testing the quality of drinking water in wells,** reinstating libraries and **distribution of relief kits**. Training with respect to employability has been provided to those who lost employment abroad in the context of covid 19. A survey of 120 such people was conducted before administering the training.

Scientific Temperament: Science Expos and students Lab launched to inculcate scientific temperament among the students of the Government schools in the locality.

Paraplegia Camp: The emotional support is at its best during the paraplegia camp when the campus hosts the bedridden patients for two days. Their bystanders from the family are replaced by the volunteers who by then transform the classrooms to dormitory facilities to receive and accommodate the guests. Their constant communications and concerns help create a lasting rapport between them.

Evidence of Success

- The project has been evidently influential in impacting the life of the people of the village. There has been an increase in the number of entrepreneurs and enterprises.
- At the initiation of 'Sametham' students were lacking smart phones endowed with same to attend online classes. Learning materials such as note books, pen ,pencil school bags were given to the needy students in the locality.
- The entrepreneurial training given to people from Vazhayur and Vazhakkad who lost employment abroad due to covid 19 could we rehabilitated.
- As result of the English language skill development program the English language skill of the school students enhanced.
- The mobiles gifted by the students of SAFI institution enabled the recipients to attend online classes provided by the education department during the period of the pandemic covid 19.

- Science exhibition and training organized by science club of the institution help to develop the scientific temperament of budding students of locality.
- Through the activities, the students are made to realize the objectives of the project. Many of them are now active volunteers or part of NGOs inspirited to uplift the lives of the people around.

Problems Encountered and Resources Required

In spite of all the facilities and a calm serene atmosphere enjoyed by the institution, the location of the campus as aloof from the populated residential areas reduces the access of the students to the point of service and their timely involvement in social service in the neighborhood regions especially during holidays remains an obstacle. Consequently, convening expected number of events of interaction during vacation has its limitations, which affected fruitful sessions of physical, mental, emotional and social uplifting of the target community. Seasonal climatic variations such as unexpected rain, flood and drought also lag the quality of practical lessons in living together, the volunteers learn from real life situations. Due to the lack of sufficient transport facilities, scheduling events before or after the college working hours result in reduced number of participants as the majority students depend on the conveyance access facilitated by the institution.

Notes

SAFI Institution of Advanced Study, a non-profit educational institution, run by Social Advancement Foundation of India, SAFI aims at transforming the students into socially responsible citizens. The curriculum and the faculties focus on widening their knowledge realms by and beyond texts. Actively interacting with and working for the vulnerably marginalized communities, the students develop habits of caring for each other which guide them to prioritize humanity over every other shallow material aspects of life. These realizations, in turn contribute to the better social ambience in the society.

Best Practice- II

1. **Title of the Practice:** "**KRISHI PATHSHALA**"

2. **Objectives of the Practice**

The Institution is located in the village **Vazhayur**. The word "**Vazha**" in Malayalam means **Banana**. The **main agriculture** in this village is cultivation of banana. Most of the farmers engage in banana cultivation for their living. Therefore buying/getting healthy saplings is always a concern that guarantees their gain.

The Institution has proposed a scheme for producing healthy, disease-free banana using tissue culture methods to supply the saplings to the farmers in a sustainable manner.

The main objectives of this practice are

- **To contribute to the economic development of needy farmers**
- **To use novel technologies for the socio-economic development of rural community**
- **To understand the problems of local community and find out solutions**

3. **The Context**

The main idea of this scheme has been **conceived as early as in 2016**. After realizing the **scope of *in vitro* propagated saplings** using the institution's highly advanced **tissue culture lab unit,** the project has been decided to carry out as **approved by the Principal and the Management** and has come into effect from March 2017. A pilot study was carried out to standardize the protocol for establishing *in vitro* **cultures**. The institution find standardized optimum protocol for the successful propagation of banana cultures.

4. **The Practice**

Agriculture is the backbone of the Indian Economy"- said Mahatma Gandhi decades ago. The major share of economy of the Nation is being sustained by agriculture. Farmers hold the backbone of the agricultural system. As it is a common knowledge that for a country to progress, the Gross Domestic Product (GDP) should be reasonable; agriculture is one of the important parts. Indian agrarian sector has always faced the issues of inconsistency in irrigation, harvesting and storage. The usage of modern technology and tools is one of the strategies that can be utilized to address the aforementioned issues. The initial thought of **"Krishi Pathshala"** has stemmed from the realization that the sustainable research going on in the institution's tissue culture lab can be a solution to aid the concerns of the local farmers. Through this initiative, the students put their effort in a scientific literature study to get the basic information on standard operating procedure for initiation of cultures from sterilized shoot tips obtained from the intact parent banana plant, followed by shooting and rooting cultures and primary hardening in the laboratory itself. The secondary phase of hardening is done in the shades and the saplings are moved to green house and subsequently for supply.

5. **Evidence of Success**

The disease-free tissue cultured plant sapling received by the farmers is the benchmark of success, there has been an increased demand of these plant saplings. Hence the students of Biotechnology department actively involved in the production of tissue culture plantlets and **they supplied 565 banana saplings to the local farmers in April 2017,** the count increased in the subsequent two years where the college supplied more than **750 saplings in the month of March 2018**, **865 saplings in the month of May 2019** whereas **in the month of 2020 the college supplied 430 saplings due to COVID issues.** The programme creates awareness on the tissue culture plantlets among the farmers and also **benefits the students to transform themselves into a better socially responsible citizen** which ultimately celebrates the institution's mission that promotes effective learning, curiosity, creativity and innovation.

6. **Problems Encountered and Resources Required**

- While developing the protocol the **department addressed several issues such as sterilization of explant** and sufficient supply of media /culture vessels, microbial contamination, endophytic fungal infections cause drastic problem to the culture etc.
- Fumigation of lab to reduce the contamination level in the labs.
- Uninterrupted power supply.
- Availability of man power for continuous monitoring of the process.
- The university semester system/academic schedule and exams made it difficult to find additional time for the students to work in the lab.
- Scarcity of water for irrigating the greenhouse plantlets during summer.

- Shortage of seed money to establish the systems to setup an incubation centre for Plant Tissue culture
- Collaboration required with an agency for mass production of plantlets after R&D.

The best practices established speak of the commitment and social responsibility of the institution. The institution social responsibility is not limited to production and distribution of tissue cultured banana saplings, but also extends to the **production and supply of bio-fertilizers** through **Azolla Cultivation**, **Vermiwash** & **Vermicompost Unit**.

As the vision states, it promotes research in multi-disciplinary subjects and through this, the institution has contributed to the holistic development of the students and the overall upliftment of the locale by lending a hand to the needy farmers as a beacon of hope.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

SAFI Institution of Advanced Study (SIAS) is formed under SAFI charitable trust comprising a team of service-oriented individuals,educationalists and philanthropists as a Centre of Excellence in research and higher education. The vision of the institution is to aspire the **welfare of society through the excellence in science, arts and technology by developing leadership qualities.** The institution consistently motivates the students by providing a platform for their social and mental development through integrating qualities like **honesty, delegation, confidence, commitment, optimism, creativity and perseverance.** The institution has never faltered in inspiring the students in the pursuit of knowledge, moral values, and social responsibility.

The Management and the faculties of SIAS strive to develop the systematic strategy to accomplish the vision for the transformation of socially and economically backward people into a society, competent in every respect to meet the challenges of the modern world**. The Management provides unflinging financial and emotional support to students for achieving their dreams and aspirations.**

Since creating leaders is the vision of the institution, all the curricular, extra-curricular and extension programmes are designed to be compatible with it. Following are the highlights of the strategy:

Leaders Academy- The institution hosts a Leadership Academy for developing leadership qualities in

students. To mould the students into socially responsible leaders, the academy has designed a unique three-year leadership programme which contains diverse sessions **like leadership development group activities, seminars, group discussion,debate training sessions and interaction with prominent leaders**. The **three-year Leadership Development Programme** of the academy contains **modules** encompassing topics such as:

- **Vision and Mission of Academy**
- **Fundamentals of Leadership**
- **Career Guidance and Counselling**
- **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.**

Diverse methods like individual and group assignments, training sessions, workshops, presentations, theatre of education, interaction with prominent leaders and off-site visits are adopted for completion of modules. **Upon successful completion of the programme, the students become exceptionally adept in skills of language, communication, problem solving, decision making, strategic planning and time management towards involvement in the society. 'Annual Performance Day'** scheduled towards the end of the three-year programme, showcases the talents and skills of the members, boosting their self-confidence and helping them strengthen skills and reduce performance anxiety. The certificates of course completion are presented during the **Convocation Ceremony**.

IAS Academy: The institution started **IAS Academy,Delhi, in collaboration with Vedhik IAS Academy and Chanakya Academy** for conducting online and offline classes respectively for qualifying civil service examinations. Out of 36 students joined in the first batch, 11 are from different states of India namely, Tamilnadu, Andhra Pradesh and Telangana. Scholarships are provided under merits and means in this one year residential programme.

Research Directorate: With an intention to develop as a centre for excellence in research, we encourage each person to be involved in meaningful research abide by code of ethics and established a research wing entitled SIAS Centre for Scientific research (SIAS-CSR) with the following objectives:

- To upgrade the quality of teaching-learning through lively research.
- To keep the faculty and students abreast of the latest developments in their respective areas of specialization.
- To ensure quality publication in highly reputed journals.
- To establish collaboration between Departments/ institutions/ centres and industry both in the public and private sectors to generate R & D funds through sponsored projects.
- Collaborations with Academic, Industrial and R&D agencies for conducting Skill-based programmes such as Trainings and Workshops.
- Conducting Govt. or management sponsored National and International Conferences, Seminars and

Workshops.

- Introducing new techniques of learning skills, literature review methods, gap analysis through offline and online platforms
- To familiarize with the art of using different research methods and techniques.
- Taking up surveys useful for community, writing proposals to government and outside agencies for new projects.
- Establishing a publication division for the quality research outputs.
- To promote scholarly activity in students.

Some of the accomplishments of SIAS-Research Directorate

- The science departments **obtained financial support for 18 UG and PG research projects** from **KSCSTE, Govt. of Kerala** and also got **financial support from NGOs worth 2.5 lakhs** for **hydroponics research project**.
- All departments organized Govt. or management sponsored national and international seminars, workshops and trainings. Hosted **three National Workshops** and **one research methodology workshops funded by KSCSTE**, **one IPR workshop funded by DBT and KSCSTE**, **two National Science Day celebrations Funded by DBT and KSCSTE jointly.**
- Students have been selected for **Indian National Science Academy Summer research fellowships** and **summer research fellowship in Jawaharlal Nehru Centre for Advanced Scientific Research** at **IISC**.
- Students have been selected as **state level winners of innovative research project for sustainable agriculture and pathology** by **KDISC**, **Govt. of Kerala.**
- Publication division published **6 ISBN proceedings** as a result of National and International conferences by various departments and **3 ISBN books** on different topics.
- Also published **2 ISBN books** in collaboration with other academic institutions like **School of Bioscience, MG University, Kottayam** and **MES, Mampad College**.
- Faculties are actively engaged in research and knowledge dissemination *via* Publications in Journals, Paper Presentations in various prestigious National and International conferences including addressing the **UN general Assembly**, **Turkey International Conference**, **Summer School of UK**, Contest papers of **Swadeshi Science Congress and Kerala Science Congress**.
- Faculties and students won awards in the following titles for their research works namely
    - **Young scientist award**
    - **Best female faculty award**
    - **Sir C V Jacob award for best research paper**
    - **Best paper presentation awards**
    - **Best poster presentation awards**

The college authority offers financial support to faculties to present and publish research papers in reputed journals and also to take membership in professional bodies to expand their horizon.

All of these initiatives make the institution excel among its peers.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for appropriate web in the Institutional website	[View Document](#)

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5. CONCLUSION

Additional Information :

SAFI Institute of Advanced Study (SIAS), Vazhayur is committed to serve the economically weak, socially underprivileged and first-generation college goers.

- The institution has a prominent place among the numerous centres of higher education in the district of Malappuram. This is validated by the high **demand ratio** of the programmes offered by the institution.With each academic year, the number of applicants for the admission has seen a steady rise.
- Currently it offers new generation, advanced applied sciences and job-oriented programmes.
- ICT enabled teaching learning strategies are integrated in all programmes to unleash the maximum potential of the students.
- The institution is an **Active Local chapter in SWAYAM-NPTEL** to offer MOOC courses offered by various national institutes.
- The first unaided college in Malappuram district with NCC army unit and many cadets have been selected to Pre-IGC Camp for RDC 2021, **SNIC (Special National Integration Camp)** Nagaland, North East Region in India, to **Army Attachment Camp (AAC) 91 Infantry**, to A**rmy Attachment Camp (AAC) 54 Artillery, Army Attachment Camp with Regular Army Unit (22 RAJ RIF),** to attachment camp in **INDIAN MILITARY ACADEMY (IMA) DEHRADUN, EK BHARATH SHRESTHA BHARATH (EBSB)** CAMP, **"VAJRA JAYANTHI YATRA"** organized by Asianet News in association with NCC India on behalf of 75th year of Independence and selected as **Best women's kite stander of Kerala** team and invited for a competition conducted by Gujarat Government for 32nd Gujarat fest.
- **Lt. LUKHMANUL HAKHEEM** (Assistant Professor, Dept. of Economics) has been Commissioned **Lieutenant** Rank by Director General of NCC, New Delhi
- The NAAC assessment period witnessed a rise in the quality of teachers in terms of proficiency development. Currently, **23% are PhD holders** and 1**9% of faculties are pursuing Ph.D.**
- The expert team of faculties and Principal are actively involved in knowledge transfer nationally and globally.
- The institution has established a **solar power plant from which 10KW** is designated **solely for IT and Informatics center.**
- SIAS envisages total personality development and generation of talents capable of providing leadership and direction in all spheres of life.

Concluding Remarks :

Established in 2005, SAFI Institute of Advanced Study (SIAS), Vazhayur has played a **pivotal role in uplifting the Minority community** around the Malabar area. The institution has taken quality initiatives to become an outstanding model in the higher education sphere with an all-encompassing approach, and it is always looking for a sustainable progress as envisaged in the vision of the institute. **Proactive management with a progressive vision** and **dedicated and talented faculty members**, **students, Alumni** and **parents** are the **strong pillars** for consistent advancement of the institution. The institution is resourceful in collaborating and sharing information with peer institutions. The institution has several healthy and best practices like **"Sametham" and "Krishi Pathshala"** that have contributed to the **holistic development** of the **students** and the o**verall upliftment of the locale**. The institution aspires to become an Autonomous Degree Granting

College in the purview of NEP 2020.

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6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** 4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 168 Answer after DVV Verification: 34 Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>68.75</td><td>117.36</td><td>114.61</td><td>114.79</td><td>111.16</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>13.02</td><td>7.04</td><td>20.25</td><td>28.4</td><td>12.65</td></tr></table> Remark : DVV has made the changes as per shared Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of full time teachers year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>65</td><td>65</td><td>63</td><td>61</td><td>60</td></tr></table> Answer After DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>

64	65	63	61	60

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