SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

MAR IVANIOS COLLEGE OF ARTS AND SCIENCE

MAR IVANIOS COLLEGE OF ARTS AND SCIENCE KALLUMALA P.O.,
MAVELIKARA
690110
www.micasmvk.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mar Ivanios College of Arts and Science, Kallumala, Mavelikara, Alappuzha, (the 'Venice of the East') in God's own country Kerala, established in 2015, affiliated to the University of Kerala is managed by the Malankara Catholic Educational Society of Mavelikara Diocese. Erected in a land inherited as the ancestral property and birth place of the **Heavenly Patron** and *Servant of God, Mar Ivanios,* it spreads out in 5.38 acres in a three-storey building spanning an area of 1640.22sq.mts. Pivoted on the motto *"Lucem sequimur"* or *" We follow the light"*, it encapsulates the student friendly and radiant ambience of the institution.

The college, a self-financed institution is led by the Management Committee, embodying Dr. Joshua Mar Ignathios, Bishop of Mavelikara Malankara Catholic Diocese as its Patron and Manager working along with Governing Council and various office bearers, committed to fulfil its vision and mission.

The college sustains a culture that supports teaching learning excellence preserving the cultural richness and diversity of our society. The escalating demand for admission vouches for the remarkable record of the college in focusing on the holistic development of students within such a short span.

The institution offers six programmes at the UG and M.Com.in Finance & Accounting.

The infrastructure is designed to provide spacious rooms for administraion and teaching-oriented amenities. The campus nurtures an inclusive environment, catering to hostel facilities for students, counselling centre, food court, arts, sports and games. Library is replenished with large number of books, journals, Internet, Inflibnet and N-LIST facilities. Campus Safety is ensured with CCTV surveillance at all the strategic points.

The college provides ICT rich environment to the students. The faculty avail training in ICT, personality development and mentoring for a result oriented effective delivery of classes. The Departments and the NSS units organise seminars and webinars beyond class room activities aiding students to indulge in social work and community oriented services.

Students are given opportunities to participate in curricular, co-curricular and extra-curricular activities and have achieved **laurels** at University, State and National levels.

The fee concession provided to the economically backward students testifies the social commitment of the Management.

Vision

Education is the corner stone for a society's development. Our college envisages a society based upon human values incorporating the moral, intellectual, social, cultural and spiritual elements. Our students will cherish the

values of the land, imbibe the glory of the nation and evolve as fruitful citizens of the world.

Mission

To prepare young minds to lead a life in truth, love and mutual respect that will contribute to the common good. To protect the rights of women to promote and uphold gender equality.To groom their heads, hearts and hands for the service of mankind and at the behest of the Universal Lord. To make new generations respond proactively to the Gift of Life.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Nurturing and catering to the pressing needs of the time as visualised by the founder and the Manager of our college.
- Devise and discharge strategies related to every activity for the holistic development of students.
- Unflinching commitment and service of full-time residential Director of the College, experienced Principal and Teaching faculty.
- Empowerment and enlightenment of students are the thrust areas.
- Students are ingrained with the notion of gender equality and life values.
- The social and community activities of NSS units, outreach programmes of Departments and the achievements of sports and games.
- In six years the College secured many ranks in various University Examinations.
- Percentage of pass is much higher than the university average.
- Effective Mentoring System with ideal mentor-mentee ratio, maintaining Mentees' Chronicle.
- A Productive and dynamic PTA and an active Alumni Association.
- Many International and National Webinars were arranged for students and faculty.
- Departments conduct Add on certificate courses.
- As a part of community service, we have signed MOUs with two neighbouring schools.
- Our faculty members render classes for higher secondary students of these schools on 'Life Skills, Career Development and Adolescent Development'.
- Cash awards and mementos as incentives by the Management and PTA to the meritorious students in every semester.
- Scheme of fee concession of the Management to the under privileged students.
- The civil service and career coaching classes provides a competitive and learner friendly academic environment.
- Providing top class infrastructure for academic, non-academic, sports, games and cultural activities .
- No political interference, external disturbances and loss of working days.
- Providing ICT enabled office, lecture halls and seminar halls even at the infancy.
- Orientation and compulsory add-on certificate course in Communicative English to all first year Under Graduate students.
- Timely conduct of internals, evaluation, publication of results and PTA meetings ensure the quality of education.
- Grievance redress, counselling and mentoring are done effectively.
- Extension, NSS community activities, various club activities, subject associations, cultural, sports and games help the students to build up their career.

Institutional Weakness

- The rural location of the college with inadequate transport facility.
- Lack of foreign students and Foreign collaboration.
- Financial backwardness of majority of our students.
- Lack of funded projects.
- Limited industry-institute linkages.
- Lack of campus placements.
- Lack of academic flexibility and limited role in redesigning curriculum.
- Limited job-oriented government aided programmes to benefit poor student
- Bereft of an auditorium to accommodate large number of students to convene cultural fests and collective gathering.
- Yet to introduce vocational job oriented and value added programmes.
- Initiatives to attract multinational companies offering campus placements to the final year students remain unrealized.
- The financial restraints faced by the middle income and low-income groups of society within the proximate of the college, inhibits meritorious students from opting for self -financing programmes.
- In consequence, we are unable to fill even the sanctioned students' strength in certain programmes.
- The low intake subsequently poses financial limitations to the Management, which is further reflected in the remuneration package of our faculty members.
- Continuous service of the faculty cannot be ensured.
- The research aptitude and academic pursuits for quality enhancement of the teaching faculty remain unrealised in the absence of any extended support from the Government or any other agencies.
- Lack of public transportation facility becomes a limiting factor for students from distant places in opting our institution as their preference for higher education.
- The Academic Staff College of the University does not permit our new and young Asst. Professors to attend orientation and refresher courses which in turn can affect the quality enhancement to some extent.
- Innumerable students from low income category staggered to clear the dues of their semester fees.
- Since the college is in self financing stream, this has adversely affected the activities planned on the basis of remittance of fees.
- As the University fixes the cap of semester fees, the college cannot raise the fees further to mobilise funds from well off category of students.

Institutional Opportunity

- Our faculty and students availed several opportunities for quality enhancement being included in the UGC Paramarsh scheme of Mar Ivanios college, Thiruvananthapuram (Autonomous).
- Faculty members attended a number of tutorials and webinars in ICT, mentoring, personality development and legal awareness.
- Our students availed online certificate courses offered by Coursera managed by our mentor college.
- The serene and peaceful campus amplifies the healthy atmosphere for serious academic pursuit.
- The confluence of value based education and extension activities furnish ample opportunities to groom

the students into responsible citizens that tend towards the desired vision of the college.

- The dedicated and committed faculty, well equipped library and the expansion of infrastructure, enhance the quality of education.
- The college has potential to commence new UG courses, specialized PG programmes and new generation vocational career oriented programmes, which awaits the policy decisions of the University and the Government for its realization.
- College can strengthen its potential by collaborating with other institutions and the support of alumni.
- Expansion of solar energy initiatives to reduce ever-increasing energy consumption cost and rain harvesting in a large scale could be undertaken for recharging our water sources.
- Installation of a big biogas plant to substitute the use of LPG and reduce the recurring cost.
- Potential for developing as green campus by planting more trees.
- Adequate land for future expansion of the college.
- Encourage staff and students to apply more ICT in teaching learning process.
- Possibility to grab more funds from UGC, ICSSR and other research funding agencies.
- Opportunity of raising funds from active alumni for developmental needs.
- Opportunity of attracting foreign students.
- Starting a Ph. D Research Centre in Commerce to promote research in the discipline.
- Introduction of more career-oriented Diploma/ Certification Programmes.
- Exploring National/ International Faculty/Student Exchanges.
- Entrepreneurial activities can be fostered through collaborations with Kerala Start Up Mission.
- The research output can be enhanced through funded research projects and quality publications in refereed journals.
- Conduct invited lectures and international conferences with financial assistance from funding agencies.

Institutional Challenge

- Recent policy of the Government to increase the marginal seats in all Government and Aided colleges becomes a stumbling block to get ample students to break-even the rising cost of running a self-financing institution.
- Increasing the tuition fees or adding any financial burden to the parents will have a negative impact that reflects in the admission intake. Major admission seekers are from the low income brackets of the society. Free education in aided/govt. institutions attracts the low-income groups to seek admission in such institutions in spite of the excellent learning we offer.
- Empowerment of students from rural areas-socially and educationally.
- Poor language proficiency of students.
- Lack of goal orientation among students coming from ordinary backgrounds.
- Reluctance from MNCs and DCs to participate in job fairs .
- Transforming higher proportion of slow learners to main stream advanced learners is a significant challenge.
- Boosting research contribution of teachers in terms of projects, publications and patents.
- More academic linkages with outside institutions.
- Lack of time to run more diploma, add on and certificate programmes.
- Exploring actual potential of Alumni.
- Bridging the gap between slow learners and advanced learners is a great challenge faced by our dedicated faculty members.

- The quality deterioration in the higher secondary education is another challenge faced by our faculty.
- Due to the policy of the Government and the University, the teaching faculty of self-financing colleges are not allowed to participate in refresher and orientation programmes for quality enhancement.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution complies with the curriculum and academic calendar prescribed by the University of Kerala. The schedule and duration of all programmes are based on the University guidelines. Furthermore, the college meticulously plans its academic sessions, thus ensuring timely preparation of academic calendars, timetables and the distribution of courses. Periodic assessments of students are tracked through assignments and test-papers in a time-bound manner. The curriculum is effectively delivered to the students via five undergraduate, one post-graduate and five certificate / diploma programmes and is monitored through various mechanisms. A total of 172 courses were introduced in the last five years and all invariably follow CBCSS / Elective course system. Currently, the undergraduate programmes offer four open courses in the fifth semester and four elective courses in the 5th and 6th semesters. The post-graduate programme offer elective courses in the 3rd and 4th semesters.

The institution meticulously delivers the curriculum prescribed by the University. Suggestions and inputs for amendments to the curriculum are given through members of Board of Studies and Syllabus Revision Committee. Full-time teachers are participated in various bodies of the University or other colleges. The Departments conduct workshops and seminars enabling teachers and students to be contemporized with the latest trends in the field. As many as 141 students benefited from experiential learning through field trips/project works/internships in the latest completed academic session. Regular feedback from the students, alumni, employers and faculty also ensure appropriate action towards addressing any conspicuous disparity in the continuity of student progression and overall development of the college.

Teaching-learning and Evaluation

Admission process in our college is carried out on the basis of merit entirely in keeping with the norms of Kerala University. The University guidelines are strictly followed throughout the admission procedures regarding minimum eligibility, age and reservation for various categories.

The institution offers various teaching-learning processes for effective curriculum delivery and career-oriented aspects of the students in an integrated manner. Induction and orientation programmes along with mentor-mentee system provided to the students which help in creating awareness about the institution's facilities, curriculum design and the multifarious activities they are to be acquainted with. The learning levels of the students is assessed through diagnostic tests and ability tests by organizing special programmes viz; remedial teaching, peer teaching and add-on courses to enhance the academic excellence of students. Advanced learners are encouraged to put in efforts to secure ranks at the university examinations and guided to face competitive examinations as well as to pursue higher levels of education.

Student centric methods like industrial or field visits, internships, blended classrooms, project works entwined with language lab sessions are also practiced in this institution for augmenting the student expertise. In addition to lecture method, the faculty members use ICT enabled learning tools for better delivery of classes.

The programme and course outcomes are communicated to teachers and students. The model exams, project works and semester-wise University examinations eventually evaluates, asserts and endorses the attainment of these outcomes. The faculty members as well as students are encouraged to participate in conferences, seminars and workshops for boosting their skills and knowledge.

The institution has a transparent internal assessment system comprising of internal exams, assignments and seminars. All internal examinations are conducted as per the norms of the University of Kerala. The college has DLMC and CLMC to look into the complaints of students and redress the grievances related to internal and external examinations.

IQAC of the College supported by the senior faculty members monitors all the curricular, co-curricular and extra-curricular activities in the college and ensures to provide all the necessary support to faculty and students for an enhanced teaching and learning processes.

Research, Innovations and Extension

The pinnacle issue of a higher learning institution's quest for providing the best service for the society is academics research productivity. Two of our faculty members are approved Research Guides in Kerala University and they have produced 4 PhDs during this period.

The faculty has published works in books and journals besides presenting papers in national and international conferences.They have 20 research papers in UGC listed Journals and 7 publications-books, chapters in books/proceedings to their credit.

Two international and three National seminars were conducted on IPRs, Research Methodology and Entrepreneurship Development.

The college has an ecosystem to promote the entrepreneurial skills of the students. We have an ED Club which has conducted different training classes and workshops.This has been productive in honing the entrepreneurial skills of our students. Triggered by a passionate desire for the application of these skills, two of our students have started small entrepreneurships and the college is fostering their ventures.

The Department of Commerce formed a Tourism Club to highlight the importance of tourism in the present day world. They have an Instagram page to showcase students' travel videos and bring forth hidden tourism destinations.

Our campus reaches out to the community through various philanthropic activities, awareness campaigns, green initiatives, flood relief activities and by extending support to various community services. The dedication of the college to the local community is worth mentioning.

Our students raised Rs.1, 00,000/- through a food fest organized in college and handed it over to flood affected families.

The NSS volunteers of our College actively participated in Disaster management schemes of the Government. On the directives of the District Collector and the State Health Authorities, some of our students were deputed for Election duty and some for Covid vaccination drive.

An NSS volunteer of our College received the Best Volunteer Award and another student received special mention from the University of Kerala.

Five MoUs were signed with various institutions and schools of repute, to promote students' training and interactions.

Infrastructure and Learning Resources

The college is built in an area of 5.38 acres and situated in Mavelikara, Kerala. There are **twenty one** classrooms in total, with **six** rooms on the ground floor, **six** rooms on the first floor and **nine** rooms on the second floor. We have two seminar halls and ample smart classrooms with LCD projectors and other ICT facilities. The college has WiFi in the campus with 12 access points, and CCTV cameras are installed in the campus.

The college has 76 computers out of which 57 are in the computer lab, and the rest are distributed among various teaching Departments, library and office. The college incorporates IT into its daily activities with an aim of making it an e-office in near future. Coaching classes for Civil Service, PSC exams and Distance Education Programmes are also conducted in the college. The library has 3337 books, 6000 e-journals, and 164300 e-books along with other periodicals, newspapers and research journals. All the books are bar-coded and documents are classified according to Dewey decimal system. The college provides wide range of sports, games and cultural activities.

In the last five years, more than 1400 students participated in around 150 sports and cultural events. Intensive training is offered by qualified coaches for sports and games. It aided students to secure University, State and National championships, and also to get placed in various government Departments. The department of Physical Education conducted All India Intercollegiate Handball Tournaments, Mini Marathon, Sports fests, webinars, and Add-on courses in Yoga. These are some of the milestones achieved by the college in the last five years.

Student Support and Progression

For Student Support and Progression, Mar Ivanios College of Arts and Science provides holistic support service to students to enrich their time on the campus into a positive experience. The Merit Scholarship Scheme offers scholarships for students who score high grades in university examinations. The Career Guidance and Coaching centre caters to the needs of students to face the competitive examinations and secure suitable jobs available in the job market. The schemes like centre for career guidance and psychological counselling, mentoring, centre for coaching classes, various add-on courses, remedial coaching for academically backward students along with the active student council are helping in tapping the untapped potential of our most aspiring students and create an ambience in which new ideas, leadership and creativity flourishes.

College has a well-maintained ground for practicing, coaching and conducting different sports activities. A good Athletics Track, Basketball Cement Court, Football Court along with best trainers are nurturing sports maestros with a unique blend of academics and sports. Youth festivals at the state and national levels give the right kind of exposure to our students and lets them celebrate cultural diversity and difference and appreciate unity in diversity.

A good number of students have earned prizes and medals at college and national levels. College provides opportunities for the students to participate and whet their talents in various cultural and sports activities conducted by other institutions. The alumni association of MICAS is now all set to open its chapters abroad in Canada and UK where many of our alumni have made their mark.

Governance, Leadership and Management

Among the various criteria that deal with the periphery and core of NAAC accreditation, Criteria VI deals with governance, leadership and management of this Institution. Regarding metric no.6.1.1 and 6.1.2 the focus points are administrative set up of the Institution, decentralization of the management, nature of governance, anticipated plans of the Institutions, etc. Along with the administrative staff the teachers of the Institution work sincerely for the better enhancement of the Institution in every sphere of activity.

We may be able to achieve our target slowly but steadily in raising our Institution from a small building to a multistoried building with all its facilities. The Members of the Governing Body discuss each and every aspect of future plans of the Institution without sparing any related sphere that demands attention. We include everything connected with the Institution in our website www.micasmvk.ac.in.

Our management has judiciously appointed well experienced, senior retired teachers as the Heads of every Department. The result that we produced in the University examinations within the short span of six years is commendable. In its nano stage the college carried only Degree level courses. Now the Institution is running to its highest water mark with Post Graduate programme in Commerce (Finance & Accounting) and with recent addition of Degree programmes in Finance and Computer Science.

The timely support and advice given by, UGC PARAMARSH Mentoring team of Mar Ivanios College, Thiruvananthapuram, enabled us to prepare the documents incurred with NAAC accreditation. Teaching as well as the non teaching staff received proper training as and when they required. The college conducts external and internal audits every year for making the financial dealings transparent and appropriate.

As our College is moving towards the NAAC Accreditation, IQAC has emphasized on quality enrichment of all aspects of the College. To specify the major interventions are - ICT Enabled Training, Orientation programme for teachers and non- teachers, conduct of Webinars and Seminars, N List accessibility of reference books etc.

Institutional Values and Best Practices

Mar Ivanios College, Mavelikara promotes a multifaceted learning environment for promoting education encompassing social, cultural, cognitive and psychological development of students. Gender equality is one of the core values that we emphasise. Series of programmes are conducted for strengthening, educating and enhancing vocational development for girls on and off the campus.

The college ensures equilibrium in maintaining social, cultural, communal and religious harmony paying equal respects to all. Safety and security measures are provided to girls on the campus. The lush greenery of the college campus is home for preservation of biodiversity. The campus is developing a Biodiversity Park with the installation of an aquaponic fish pond. The NSS unit has undertaken its conservation. We resort to energy efficient solutions by depending on solar panel installation to provide solar energy in the hostel building in the college campus.

Various efforts are undertaken like plastic free campus, compost pit, bio-gas tank, sensor based energy saving measuresetc., to make the campus a green, clean and beautiful tangible environment. Water management is one of our strengths. The college is self-sufficient in water for drinking and other purposes. Rain water harvesting as well as well recharging are the added advantage. Various policies like green campus-clean campus, restricted entry of automobiles, code of ethics, disabled friendly are implemented as per the norms of the Government and Kerala University. The college upholds mentoring, counselling and social service as its best practice and the programme 'Ashakiranam' is the institutional distinctiveness. Through multidimensional, multifaceted strategies, Mar Ivanios College, Mavelikara has addressed its vision of moulding the young generation in all respects like social, economic and cultural domains.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAR IVANIOS COLLEGE OF ARTS AND SCIENCE
Address	MAR IVANIOS COLLEGE OF ARTS AND SCIENCE KALLUMALA P.O., MAVELIKARA
City	Mavelikara
State	Kerala
Pin	690110
Website	www.micasmvk.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K.c. Mathai	0479-2344601	9447977410	-	mail@micasmvk.ac.in
IQAC / CIQA coordinator	P.k. Varghese	0479-2342220	9447595948	-	pkv1962@gmail.com

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 [DECLARATION BY THE MANAGER.pdf](#)
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	27-07-2015

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 Kerala	[View Document](#)

Details of UGC recognition

Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

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

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

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1639979879.pdf
If yes, has the College applied for availing the autonomous status?	No

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	MAR IVANIOS COLLEGE OF ARTS AND SCIENCE KALLUMALA P.O., MAVELIKARA	Rural	5.38	1640.22

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSE	English	48	48
UG	BCom,Commerce	36	HSE	English	50	42
UG	BCom,Commerce	36	HSE	English	40	32
UG	BA,English	36	HSE	English	41	41
UG	BA,Economics	36	HSE	English	30	17
PG	MCom,Commerce	24	B.Com	English	20	10

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				8				19
Recruited	0	0	0	0	7	1	0	8	2	17	0	19
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				13
Recruited	5	8	0	13
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	0	0	0	0	0	6
M.Phil.	0	0	0	0	1	0	0	2	0	3
PG	0	0	0	1	0	0	2	15	0	18

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	256	0	0	0	256
	Female	251	0	0	0	251
	Others	0	0	0	0	0
PG	Male	1	0	0	0	1
	Female	9	0	0	0	9
	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	1	2	3	2
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	23	15	17	22
	Female	12	18	19	26
	Others	0	0	0	0
General	Male	46	63	66	61
	Female	53	50	50	55
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		135	148	155	166

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Mar Ivanios College of Arts and Science is very well prepared to implement NEP guidelines as suggested by the Affiliating University. At present the curriculum of UG Programmes include interdisciplinary courses in the fifth semester. It is termed as open course. The students of other Departments can choose courses that are offered by other Departments other than their Mother Departments. It is an opportunity given to the students of other Departments for benefitting the wider horizon of knowledge.. The faculty members get a chance to have positive interaction with a cross section of students. Now the open course facility is available only in a limited sphere. The NEP proposes

	a wider frame for opting multidisciplinary or interdisciplinary courses. It is an added benefit to large number of aspiring and ambitious students in the area of knowledge sharing as well as making options for a number of job oriented courses.
2. Academic bank of credits (ABC):	It is a revolutionary idea in Kerala. At present, the University of Kerala does not grant permission to deposit and transfer academic credits. But if it will be mandatory for every institution as per NEP, our College is very accommodative to adhere to this novel method. No doubt, the students will benefit much out of this option.
3. Skill development:	At present the curriculum provides only limited options to students for skill development. The NSS units and the Department of English in our college conduct a number of activities and training programmes in the area of skill development. The training programme offered by the NSS units are available to a maximum of seventy percent students in the college. But NSS scheme has its own inbuilt limitations to offer skill development as a serious affair. English Department in our college conducts a compulsory communicative English add on course to all the first semester students to make them empowered in the soft skills of writing, listening and speaking in English language. If it is included as part of curriculum as suggested by NEP, no doubt, a large number of students can equip skills for self employment and will be capable of securing an employment in the areas of their interest. Acquiring skills will make them empowered to earn a living and reduce the menace of ever increasing unemployment among educated youth.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Now the college provides option to all students to opt either Malayalam or Hindi as second language. No other Indian languages can be opted. And also in the curriculum, only a limited space for integrating Indian Culture. As a self-financing College, the institution is not offering any online courses at present. The NEP document initiates a wider spectrum of integrating Indian culture and teaching in Indian languages. Also the NEP widely opens the door for online courses. It is highly appreciated and a welcome measure. And our institution is very pro-active to this proposal.

5. Focus on Outcome based education (OBE):	Outcome Based Education (OBE) has been gaining obsessive emphasis as a means to achieve quality assurance. OBE is based upon an educational theory which integrates every aspect of educational system with a set of avowed outcomes. Outcomes are presented as items which should inevitably be attained by every student at the end of his or her educational experience. OBE insists upon determination of learning outcomes as the first step of course designing. Outcomes which are decided upon should evolve out of the contents, instructional strategies, learning experiences, methods of evaluation and the assessment. At present the affiliating colleges have no mandate in designing curriculum and course design as well as setting of outcomes and strategies of evaluation. As the NEP envisages every Higher Education Institution turns out as Autonomous, OBE will have much relevance. In CBCSS, the OBE is very narrowly confined with the initial classes and an evaluation at the end of a course discussion.
6. Distance education/online education:	Distance education is not under the purview of any affiliating colleges in Kerala. It is solely managed by the University. As per the proposal of NEP, if every institution under the University gets the status of Autonomous, this may be possible. With regard to online education, we are very much equipped to deliver the classes very effectively. During the Covid 19 Pandemic lock down period, we could manage our classes, internals, seminars, discussions, PTA meetings, mentoring, Onam and Christmas celebrations, conduct of National and International Webinars, extension lectures , NSS meetings, Observance of Days of importance, IQAC meetings, Staff Council meetings, Inauguration of Associations, General Staff meetings, participation of faculty members in a large number of Faculty Development Programmes etc., very effectively and outcome based manner.

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
172	150	150	150	96

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
6	4	4	4	4

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
517	475	438	416	268

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
50	44	44	32	49

17-05-2022 12:54:46

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
140	130	115	127	1

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
27	24	22	19	13

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
27	24	22	19	13

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 21

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
30.79	11.35	20.37	15.32	19.80

4.3

Number of Computers

Response: 76

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:

Mar Ivanios College of Arts and Science is affiliated to Kerala University and it is mandatory to follow the University prescribed syllabus for curriculum. Internal Quality Assurance Cell (IQAC) includes an IQAC coordinator, Principal, Director, Management representative, Stakeholder representatives, Office Superintendent, Student as well as Alumni representatives and Heads of all departments. Work-related to curriculum such as the discovery of new skills, learning gaps, faculty training, industry expectation, knowledge enhancement, planning and execution of the program for curriculum enrichment are adopted by the cell. The motto of the cell is to attain an active and effective curriculum through planning and execution.

Different steps which are followed by the institution to ensure effective curriculum delivery through a well-planned and documentation process are as follows:

- The Annual Calendar of the college is prepared prior to the commencement of the academic year based on Kerala University's tentative Academic Schedule.
- The action plan and road map of the Departments are planned in accordance with the national, state and local holidays.
- The academic year is wound up with department meetings where the Heads of the departments allot subjects for the advancing year to the members of the faculty based on their expertise. This has to be followed by a plan by individual teachers as the new academic session commences. Theory and practical classes are held as per the time-table prepared prior to the commencement of the academic session.
- Syllabus of each subject for the academic session is available at the public domain and the students are directed to access it.
- Classroom teaching is supplemented with seminars, group discussions, projects, assignments, field trips, industrial visits, etc. for effective delivery.
- Online classes have become the new-normal in this pandemic situation and it has increased the use of online learning tools. The students are actively engaging in all classes and the progress of the academics is at a fast pace.
- The classes are engaged through Google Meet and the assignments of the concerned papers are submitted in Google Classroom. Google Forms are also used to conduct test-papers.
- As a part of the Continuous Internal Assessment, model examinations are conducted to evaluate and assess the knowledge acquisition and progress of students. Remedial classes or Special classes are arranged for low achievers.
- The Departments focus on maintaining and preserving the records of the attendance, mark lists, and a trajectory of the proficiency of students.
- The institution encourages faculties to attend Faculty Development Programs, Workshops, Seminars and present papers in national/international forums organized by other colleges,

universities and consortium.

- Feedbacks are collected from the students regarding curriculum delivery and efficacy of the faculty in imparting knowledge and dealing just fully in completion of syllabus on time. These evaluator remarks are analysed and discussed with the staff members and are insisted to take necessary actions on the grey areas.
- Meritorious academicians and Industrial experts are invited to deliver guest lectures or special talks on current issues and areas of interest as suggusted by the college management.

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:

As a new academic year commences, an academic calendar is published by the University for its respective courses. The institution ensures effective time management by strictly following the timelines given by the affiliating University. This is brought out by preparing an adept teaching schedule that sticks to the academic calendar. This allows the teachers and the students to space out their teaching and learning for a regular assessment of the same.

- At the beginning of the session, the departments allocate subjects to the faculty members. The departmental timetables are prepared in advance. Timely completion of syllabus, revision and internal evaluation are carried out in compliance with the schedule listed in the academic calendar.
- An academic year is divided into two equal halves/ two semesters, with a six-month duration for each semester.
- The performance of students is assessed continuously. There shall be Continuous Evaluation and End Semester Evaluation for each course. CE is based on specific components viz., attendance, tests, assignments and seminars. The CE shall be for 20 marks and ESE shall be for 80 marks.
- The minimum attendance required to appear for the end semester examination shall not be less than 75 percentage.
- Each course coordinator is responsible for submitting internal marks out of 20, taking in to account of three components i.e., attendane, test paper and assignment. Internal Marks are utilized to identify the slow learning students and conduct bridge classes to improve their performance before the end semester examination.
- The students are assigned to work on topics that are not directly linked to the course. This help the students to attain knowledge beyond the syllabus as these topics do not come under the penumbra of the exams conducted by the university though they are still relevant. These assignments are given once in a semester. The students are supposed to complete them within the stipulated time to adhere to the university's academic calendar.

- In accordance with the university calendar, an internal calendar is chalked out by every department to ensure the timely delivery of syllabus. Every teacher follows a strict agenda that is discussed and approved by the Head of their respective department. This is followed by deducing a day-to-day division of topics and chapters. These topics and chapters are chosen keeping the upcoming CIE in mind. The timeline drawn allows the students to complete the given syllabus in time. Ample time is given to the students to equip themselves before the examinations.
- In case of any required change, the University communicates the alterations to the college and the college enforces the same. In any condition, the academic calendar is followed with due respect by the teaching fraternity.
- All faculty members participate in the central evaluation process to ensure timely declaration of results of university examinations. This facilitates commencement of the new session as per schedule.
- Students and parents have access to internal assessment and attendance records . This information is updated in the Parents Teachers Association. Any queries or discrepancies are resolved satisfactorily.

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

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

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

Response: B. Any 3 of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 6

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: 11

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

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

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

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

Response: 36.25

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

2020-21	2019-20	2018-19	2017-18	2016-17
218	172	180	170	56

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 gives top priority to integrate the University designed curriculum with institutional goals and objectives. The institution looks to transform the students into socially useful citizens with integrity of character and commitment to the society. So it has various value added programmes for the benefit of students. The various courses and programmes that addresses issues relating to Gender, Values, Environment and Sustainability are listed.

- Women's Writing- B.A English (Semester VI).
- Women and Empowerment, Human values- BA English (Semester II & VI).
- Spectrum: Literature and Contemporary Issues- B.A English & Economics (Semester I).
- Methodology of Humanities- B.A English (Semester VI).
- Methodology and Perspectives of Social Science - B.A Economics (Semester V).
- Human Resource Management - B.A Economics (Semester V).
- Environmental Studies- B.Com (Finance, Taxation, Tourism) ,(Semester I).
- Environmental Studies- BA English & B.A Economics, (Semester II).
- Human Rights(Writings on Contemporary Issues) - B.A English (Semester II).
- Yoga for Human Excellence - B.A English, B. A Economics & B.Com Finance, Taxation, Tourism (Semester V).
- Business Ethics and Corporate Governance - M.Com(Semester I).
- Management Concepts and Thoughts - B.Com Finance, Taxation, Tourism Management (Semester I).
- Auditing - B.Com Taxation & Tourism(Semester VI).
- EDP (Women Entrepreneurship) - B.Com Taxation & Tourism (Semester V).
- Methodology and Perspectives of Business Education - B.Com Finance, Taxation, Tourism (Semester I).
- Tourism: Principles and Practice - B.Com Tourism (Semester I).
- Sustainable Tourism - B.Com Tourism (Semester V).
- Tourism Products - B.Com Tourism (Semester III).
- Hospitality Management - B.Com Tourism (Semester V).

- Emerging Trends in Tourism - B.Com Tourism (Semester II).

The Women Development Cell (WDC) takes care of the gender sensitive aspects and empowers women. It creates awareness of rights and duties of women to attain mental, physical and emotional wellbeing and promotes entrepreneurial skills. Self-defence classes and yoga training are provided exclusively for girl students.

NSS is an initiative of the college which coordinates all social service activities and aims to sensitise students about social responsibilities. Activities include visiting orphanages, centres for differently abled persons, coordinating seminars on various socially relevant issues, blood donation camps, inviting doctors for health camps, community survey, computer awareness programs for the public especially in rural areas; volunteer services to schools and villages and also organizes rally towards creating awareness on cleanliness, education and social problems.

Faculty Development Programmes are conducted so that faculty members are updated with the present academic scenario.

Academic programmes that address contemporary concerns such as gender issues, environment sustainability are organised to inculcate a good value system. Some of such activities organised are: Webinar on Intellectual Property Rights are conducted to inculcate professional ethics.

All departments provide specific orientations and highlight the significance of their decisions and in still proper professional interest, attitude and values.

To kindle interest among students on praxis; various curriculum enrichment programmes like industrial interface, internship, industrial visits, outbound programmes, management fests, paper presentations and community services are executed.

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: 100

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
172	150	150	150	96

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

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

Response: 100

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

Response: 517

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: 76.99

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

2020-21	2019-20	2018-19	2017-18	2016-17
190	172	155	148	135

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

2020-21	2019-20	2018-19	2017-18	2016-17
289	219	182	182	182

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: 38.38

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
17	18	16	16	15

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:

A meticulous and efficient approach is developed by the college for the continuous monitoring and evaluation of the students. This system helps the teachers to identify the advanced learners based on their performance in internal exams, attendance regularity and the performance in class tests, assignments and tutorials.

The College organizes orientation programmes for the parents and the students at the commencement of a new batch, every year. These programmes help the students and their parents to get familiarized with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. Before the commencement of classes, the different requirements of students are identified and addressed at the earliest by way of a strategic approach.

Every year students are given personality development programmes that involve bridge programmes like, communication skills, personality development, time management and motivational sessions. In order to encourage both the slow learners and advanced learners workshops are organized to enhance their skills. Guest Lectures are arranged for the students to gain added knowledge regarding common norms to follow.

Advanced learners are incessantly invigorated to endeavour for higher goals by providing them supplementary inputs for enhanced career design and progress as listed below.

- Frequent test papers are conducted for both the slow learners and advanced learners.
- Personal meetings are conducted with slow learners.
- Peer teaching facilities are provided.
- WWS – Work with a Scholar programme to be initiated.
- Orientation programmes for fresher's every year.
- Counselling sessions once in a month.
- Mentoring programmes each week
- Bridge courses to be initiated for vernacular medium students.
- Remedial courses beyond working hours.
- Special and arrear coaching classes for slow learners.
- Add-on courses
- Debates, quizzes, seminars, webinars on advanced topics for both the advanced and slow learners.
- Participative and innovative programmes like role play, mock interview activities for both kind of learners.
- Prepare them to participate in group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills.
- Providing opportunities to develop their creativity by participating and organizing intercollegiate as well as national level technical symposiums.
- Encouraging them with extra care to obtain University ranks.
- Take up competitive exams like GATE, GRE, TOEFL, IELTS, CAT, PGCET, NET, JRF, etc.
- Semester Toppers and University rank holders are provided with certificates, endowments and cash

prizes by management.

- Motivating to access latest online journals, reference materials and help them to understand the emerging trends in their field of study.
- Training to use audio visual aids like power point, charts and models for effective presentation.
- Appointing them as student representatives at the department level committees to develop leadership skills.
- The institute has a system to communicate performance and attendance of students to parents regularly. Faculty members do periodic interaction with parents about the performance of slow learners

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: 19:1

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 teaching-learning process is one of the major objectives and the strengths of our college. Students are given a right blend of traditional and modern methods to make learning student-centric and a rewarding experience. The college has made a cognizant effort to swing from the traditional teacher-centric approach to a student-centric one. The teachers act as facilitators and students play dynamic role in the learning process. The teaching pedagogies are designed as per the needs of students. The institute employs a blended learning approach. The courses are intended with proper prominence on pragmatic learning which is replicated in the lesson plan. A minimum of 10% experiential learning is introduced in each course.

The college also boosts the teachers to utilize the latest pedagogical teaching technology during the Covid era. Student learning is enhanced by adopting approaches and methods such as webinars, conferences and special lectures. The faculty members are encouraged to participate in different seminars for which beneficial assistance is given by the college.

Invited talks by experts from the industry and academia and add on courses are organised by the Departments, to cover contents beyond the syllabus and recent trends. Experiential learning, participative

learning and problem solving methodologies are well adopted to ensure the holistic development of students and facilitate life-long learning and knowledge management.

Participative learning:

1. Students attempt to develop solutions for problems that meet the specified needs of real-time cases through group analysis, brainstorming, etc.
2. Teachers create a central node on a mind map and provide students the freedom to expand and develop novel ideas.
3. Flipped classes, blended learning and model making methods are introduced for selected topics to enhance participative learning.
4. Students are encouraged and presently made mandatory to take MoUs offered by premier institutions of international repute. They include online lectures, demonstrations and interaction through various platforms like Google Meet, Zoom, etc.
5. Project works involving latest technologies and use of advanced softwares like OBS are encouraged for the final year students under the supervision of project guides within the constraints of time and resources in each department.
6. Participation in UPSC Coaching and Bank Exams Coaching for all students.
7. Proficiency in soft and communication skills through language lab sessions.

Industry Interaction:

1. Industrial or field visits, practical training or internship at industry for the final year B.Com students.
2. Industry projects and collaborations are undertaken to enrich students with pre-employment training.

Experiential learning:

1. Practical courses including language labs are made compulsory in the curriculum.
2. Different learning methods viz. problem based, case based, project based, inquiry based, cooperative based are implemented wherever feasible.
3. Students are encouraged to take up innovative projects and mini projects.
4. Organization of webinars and seminars projecting senior students' achievements on regular basis are sources of motivation for younger students of the college.

Problem solving methodologies adopted are;

1. Giving assignments and quizzes at the end of instruction of each unit.
2. Case study analysis and discussions.

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

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

Response:

The college strongly promotes use of advanced technology in the teaching-learning process. The College encourages intensive use of ICT enabled tools. E-learning atmosphere is provided in the classrooms. In addition to lecture method, the faculty members use ICT enabled tools such as PPT, video clippings, movies, audio clips etc. for better learning. The teachers take classes with the help of augmented reality, so that the classes become very interactive and interesting. With the help of ICT, the teachers help students to build their knowledge and encourage students to engage in collaborative learning. Since the Covid-19 pandemic has disrupted the normal classes, the teachers and students switched into fully online methods of teaching and learning. The teachers take classes on online platforms like Google meet and Google classrooms. The teachers give assignments and materials for learning through Google Classroom. Webinars were conducted by teachers to enhance the knowledge of students. The teachers conduct class tests through Google forms. The teachers send link via Whatsapp and this helped in the smooth conduct of the exams. The teachers also use interactive whiteboard for effective teaching. The teachers provide blended classroom learning via OBS. The teachers of the college has successfully completed the Ten Day Online 'Faculty Development Training Workshop on ICT Tools for Online Teaching' conducted by Mar Ivanios College (Autonomous) in collaboration with The Kerala State Higher Education Council.

Our Library also offers a wide range of e-resources. General ICT tools which are used by our faculty are Desktop, Laptops, Projectors, Scanners, Interactive white boards. Mobile learning (m-learning) is also encouraged by the college. The teachers share learning materials through WhatsApp. M-learning has made learning flexible, allowing students an access to education anywhere, anytime. Workshops were conducted for teachers through online mode. General ICT tools used by faculties are: desktop, laptops, interactive white boards, CDs etc. ICT tools stimulate the development of the imagination of students. Exams and quizzes are conducted through Google Docs and Kahoot respectively.. Films prescribed in the syllabus were screened for close viewing to write critical notes on films. PTA meetings were conducted through the online mode during Covid pandemic.

The college has a full-fledged Language Laboratory. The Language Laboratory is used for language tutorials. This is especially useful to students who are deficient in English and aims at confidence-building for interviews and competitive exams.

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

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

Response: 22:1

2.3.3.1 Number of mentors

Response: 23

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

2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 26.32

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
6	6	6	5	4

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: 3.22

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

Response: 87

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:

To ensure that the internal assessment mechanism is transparent, the institution takes the following measures:

- The college abides by the academic calendar of Kerala University.
- Strict adherence to the guidelines issued by Kerala University ensures complete transparency in internal assessment.
- Internal assessment serves as a portal for the institution to evaluate the performance of students and to adopt corrective measures on time for their betterment.
- The students are initiated into the internal assessment process during orientation classes by the College Level Monitoring Committee at the beginning of each academic year.
- Internal assessment is conducted for each semester as per the academic calendar. Staff council is the mandatory body in taking decisive measures related to internal examination. Staff meetings are arranged to convey information to all staff members regarding the internal examination and to take decisions both expediently and with due consultation. In such meetings, teaching faculty can moot suggestions for the smooth conduct of the internals.
- Faculty advisors are entrusted to inform students the details about internal examination, patterns of the University model and the timetable published on the College Notice board serves as

a ready reckoner for students.

- Students are insisted to adhere to the guidelines issued by the institution during internal examination process.

Internal assessment structure:

- Internal examination is normally conducted for 80marks which is later converted to 10 marks for the purpose of evaluation process. In total, internal assessment is done for 20 marks for UG courses with 10 marks for the test paper and 5 marks for attendance and 5 marks for assignment or seminars. And for PG courses (M Com Finance),external examination is conducted for 75 marks. In total internal assessment is made for 25 marks out of which 10 marks for test paper, 10 marks for assignment and 5 marks for seminar.
- Answer key of the internal exam is discussed with the students by the concerned faculties to ensure that the valuation is unbiased. Any grievances regarding the exams can be resolved primarily at the Faculty and Department level and eventually at the college level.
- Re-test is conducted for students who have genuine reasons for their absence and bad performance.
- Internal assessment score of each and every student is uploaded to the university level only after the strict verification at HOD and Principal level.

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

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

Response:

All internal examinations are conducted as per the norms of University of Kerala.The Principal, Vice Principal and the Chief examiner ensure the smooth conduct of internal exams and University examinations. All class rooms where examinations are held are kept under CCTV surveillance.

- The institution has a policy to value the answer scripts of the internal examination immediately after the conduct of exam.
- Valued Answer sheets of the internal exam are delivered to and discussed with the students at the presence of parents and queries regarding the valuation are clarified.
- The college has DLMC (Department Level Monitoring committee) and CLMC (College Level Monitoring Committee) to look into the grievances related to examination and has a mechanism to solve it at Faculty, Department and College level.
- Parents are free to contact faculty members, HOD and Principal in case of any complaints. PTA meetings are conducted for each semester after the internal examination so that parents and students are provided with an open platform to resolve any complaints. PTA executive meetings are also conducted for solving grievances regarding internal examination.

The following are the options available at University level to deal with grievances related to external examination:

- Revaluation of the answer scripts: In case the students feel that the valuation is not fair, the students can apply for the revaluation of the same.
- Scrutiny: The students have the right to personally see the evaluated answer scripts on a date stipulated by the University.

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:

An academic course or programme has its foundation systematized on the clear idea of what can be achieved at the end of the course/programme. The net result of programmes and courses basically aim at imparting knowledge and skills which are instrumental in developing the comprehensive personality of students and make them promising citizens. The College clearly states and describes the specific type and level of learning which students have to achieve through different methods. The POs, Cos, PSOs of all the programmes are clearly stated and communicated to all the stakeholders of the programme through Faculty meetings, Student orientation programmes and Parent's meetings At the outset of a new batch the Head of the Departments explain the outcomes that can be attained within a given programme by the students. The teachers are clear about what kind of learning is desired and the criteria against which it could be assessed. The programme outcomes and course outcomes are uploaded in the college website. The teachers send the syllabus through Whatsapp groups so that the students can use it for improving their learning. The teachers are clear about the kind of learning that is desired and the criteria against which it could be assessed. The programme outcomes and course outcomes are also displayed on the notice board of all Departments. All students as well as their parents are informed of the objectives and expected outcomes during the compulsory orientation programme. The teachers also explain the course outcomes during the first class of each semester and clarify all the doubts of the students about the course. Students are also educated and provided with the detailed syllabus and evaluation strategy for each course. The mentors and course coordinators also inform the students about programme outcomes and create awareness and emphasize the need to achieve the learning outcomes.

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

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

Response:

Every programme offered by the college has a defined set of course outcomes and corresponding evaluation criteria. The achievement of programme outcome is measured by the college faculties so that continuous improvement can be made on the learning process of the students. The teachers check whether the learning outcomes are attained through continuous and comprehensive evaluation. The evaluation system is transparent, fair and works as planned. The college ensures that the examination system follows clearly outlined process, which helps students and faculty members to plan their academic schedules effectively. The teachers conduct test papers on completion of each module to assess the learning of the students. The teachers use innovative evaluation techniques to monitor the learning of students. During online classes, the teachers asks the students to make video on what has been taught and upload it in the online learning platforms. The teachers use these kind of reflections to determine whether the students are having proper understanding of the materials .The teachers adopt various strategies to evaluate the attainment of programme outcomes and course outcomes. The College monitors and ensures the achievement of learning outcomes through the class committee meetings, tutor ward meetings, mentor mentee meetings, Department faculty meetings. HODs of the Departments takes into account the feedback and cater to the needs of the students and try his level best to solve the problems faced by the students in attaining learning outcomes.

Program outcomes and Course Outcomes attainment is evaluated in the following ways:

A .Direct Method:

By conducting tests in classrooms the levels of learning like remembering, understanding, applying and analysing are assessed. The teachers ask questions during lessons to assess the performance of students. End Semester examination conducted by University as well as the Model Examinations that are conducted by the college helps in assessing the performance of students. Mock tests were conducted to assess the performance of students. Students were given tests and quizzes through Google Forms and various ICT platforms.

 B. Indirect Method:

Through conducting seminars presented exclusively by students on various topics, debates organised in classrooms, project works, assignments etc. the attainment of outcomes are measured. Feedbacks of students are collected by the HODs after each semester. Attainment of programme outcomes is also measured by student's performance in competitive exams and entrance tests. Many students after the completion of their course from this institution are employed in various reputed organisations.

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: 49.31

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
111	66	57	85	0

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
140	130	115	127	1

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: 3.64

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	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: 0

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

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

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

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

Response: 7.41

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

Response: 2

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

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

Response: 0

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

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

3.1.3.2 **Number of departments offering academic programes**

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

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[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:

Realizing the need to provide an innovation ecosystem, the college has initiated following activities to create an environment that encourages creation, dissemination and utilization of the knowledge.

- College feels exalted to start an Entrepreneurial Development Club to enable students get hands-on exposure in innovative activities. . Nidhin Kurian and Sagar Krishnankutty , Second B. Com students started an Event Management Company, and a mini ornamental fish farm respectively.
- For familiarizing students with Entrepreneurship, a two day National workshop was conducted by Dr. Abraham Punnoose, Head of the Department of Commerce on 17th and 18th December 2020.
- A training on 'Entrepreneurial skills' was conducted on 21st January 2021 by Mr. T.S Chandran, Dy. Director of Industries.
- Another Training was arranged on 13th July 2021. Mr. Mathew Abraham, Asst. Director, Agricultural Department was the faculty.
- A congratulatory meeting was arranged on 17th August to appreciate our mini entrepreneurs
- In association with Fairland, Chennithala, the Environmental Club organized a One-day Camp on paper craft tutorials.
- The activities of the Tourism Club for the year 2021-22 was inaugurated by Mr. Aravind G Nair, Assistant Professor,CMS College, Kottayam.
- Our Tourism Club runs an Instagram page which showcases students' travel videos.

- To enhance the professional competencies of our Students, many International Webinars were conducted.

  On 6th August 2020, Dr. Anila Thomas, HOD, Tourism, Jyoti Nivas College, Bangalore led a webinar on 'Tourism Industry' : Post Covid-19 Challenges'.

  On 12th October 2020, Mr.Vipin Thomas, FCA, Chartered Accountant, conducted a webinar on 'International Financial Reporting Standards'.

  Dr. Elizabeth M Samuel, Assistant Professor, Royal University for Women, Bahrain steered a webinar on ' The Changing Face of Banking Industry'.

In these webinars, faculties, researchers and students from Canada, Bahrain, Dubai, Iran, USA, NewZealand and also from the various states of India participated.

- In connection with World Tourism Day, the PG Department of Commerce conducts National E-quiz Competition every year on various tourism topics.
- On 16th July 2021, a webinar was arranged by the PG Department of Commerce in association with Apex Academy Cochin on 'Financial Awareness. Mr. Manoj Neelakandan, Former AGM, IDBI led the class.
- A two day International Webinar was conducted on the topic 'How to become a good Entrepreneur' on 9th and 10th of August 2021`.
- Dr. Radha Ganapati, Assistant Professor, Jyoti Nivas College, Bangalore led the class.
- A webinar on 'Capital Marketing' was arranged in association with Apex Academy, on 12th August 2021. This was sponsored by Bombay Stock Exchange Limited.
- The students of B.Com classes organized some online programmes in connection with Onam during the lockdown period in 2020.The programme was titled as E-Onam and was released through College's Youtube Channel. It crossed more than 1000 views.
- Many students have completed various courses offered under COURSERA, organized by Mar Ivanios College (Autonomous), Thiruvananthapuram. Sona Belson, Second B.Com, completed 500 courses within an year which is a remarkable achievement.

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

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

Response: 5

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
5	0	0	0	0

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

3.3 Research Publications and Awards

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

Response: 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**

Response: 2

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

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

Response: 0.48

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
3	3	2	0	2

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

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

Response: 0

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

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

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

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 College organized many extension activities to inseminate the attitude of social commitment among the students.

 Two units of NSS are functioning in our college. They cover a gamut of activities which include:

- As part of, polio immunization programme volunteers assisted the polio immunization scheme held at different centers.
- A seminar on cancer awareness was conducted on 1 st October 2016.
- Kallumala- Kattanam road was cleaned on Gandhi Jayanti.
- Raised funds for cancer patients on 27th October 2016.
- Many girls donated their hair to cancer patients.
- On 21st July 2017, in connection with World Population Day, an awareness programme was arranged.

- An awareness class on 'Organ Donation' was conducted by Dr. Jerin Varghese on 20th October 2017.
- The Physical Education Department arranged a National webinar on 'Breathing Exercise and Holistic Living'.
- Our students raised Rs. 1,00,000/- through food fest and handed over to Chethana the Charitable society to support the flood affected families. We helped a poor family near the college in constructing a bathroom on February 2019.
- In connection with the Worlds Aids Day, an exhibition was arranged on 2nd Dec 2019.
- An energy survey was conducted along with ANERT, to study the possibility of solar panel installation.
- Organised a medical awareness camp on 'Lifestyle Diseases' Volunteers celebrated Children's Day with Anganawadi kids on 14th November 2019.
- Global Hand Washing Day was observed on 15th October.
- 35 NSS volunteers of our college registered in Government of Kerala's Portal as Sannadha sena Members to work as volunteers on emergencies in February 2020
- NSS unit of the college during the special camp conducted a survey on issues of COVID 19 pandemic between 20 and 26th December 2020.
- On 11 march 2021,NSS volunteers and Programme Officers visited the old age home and distributed dress materials and cash.
- As per the request of District Collector Alappuzha, 96 volunteers have been sent for election assistance and crowd management duty during the Assembly elections on 6th April 2021
- According to the instructions of the District Collector, Alappuzha, we have deputed the following NSS volunteers to take part in a 24 hours Covid-19 cell.
- NSS volunteers of our college took part in a Newspaper Challenge initiated by the District NSS Organization, Alappuzha to help those who face difficulty in participating in online classes. Our volunteers successfully completed the challenge and the amount collected was utilized to give four mobile phones to the needy school children of this locality on 28th June 2021
- The Inter-School Quiz Competition for Higher Secondary Students for Mar Ivanios Ever rolling Trophy,Mar Ivanios Inter- Collegiate Quizz and Paper presentation competitions are conducted every year.
- The Mar Ivanios Inter School Essay Competition for Higher Secondary Students is conducted every year.
- Two MoUs were signed between our college Pope Pius XI School, Kattanam and Govt. Boys School, Kayamkulam for conducting online training program on 'Adolescent Life Skills'.
- Department of Malayalam, conducted a webinar on "Drishyakala Sahithyam Paadangaliludea".

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: 2

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

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

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[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: 23

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
6	5	3	4	5

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: 16.81

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
100	100	50	58	49

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

3.5 Collaboration

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

Response: 0

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

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

File Description	Document
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: 5

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
4	1	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Mar Ivanios College of Arts and Science is situated in a serene surrounding at Kallumala, Mavelikara, a place of historical importance in Alapuzha, Kerala. The college is built in an area sprawling over 5.38 acres with a green campus and state of the art buildings over 4923 sq.mts offering the best environment for imparting and imbibing knowledge. It began with 128 students in 2015 and has seen phenomenal growth. At present, the college has 5 UG programmes and 1 PG programme. The Director, the Principal and HODs discuss the infrastructural requirements before the proposal is drawn and is sent to the management for approval. The college has a policy to create new infrastructures to enhance the existing ones and to accommodate increased strength. Some of the recent initiatives to promote a good teaching-learning environment include:

- Virtual classes are provided to the students for the effective and efficient e-learning process and for sharing open resource learning materials.
- We have audio visual resources like LCD projectors in the Seminar Halls, four smart class rooms for the enhancement of e-learning process.
- There are twenty three class rooms spread over three floors.
- Google Apps for education.
- Photostat machines and DTP facilities are available in the college premises.
- Canteen facilities are available for the staff and students.
- Ramp facilities are available for the physically challenged students to reach the classroom and rest room.
- A well furnished partially automated library.

After five years of its inception, the college has developed into an enlarged frame. The rooms of director, principal and staff are well-furnished. Our college office is well established and computerised.The college provides sick room for the needy students. The boys and girls have separate hygienic washrooms.We are having well-furnished computer lab.Separate parking facilities for staff, students and visitors are also provided.The well maintained roads on campus help to make smooth mobility. Infrastructural facility requirements are planned by the College as per the norms of University of Kerala. Our management has constructed a beautiful eco-friendly campus for our students.The college provides well furnished hostels for boys and girls.The boys and girls hostels have 25 and 10 rooms respectively,with all modern facilities.Broadband connectivity and Wi-Fi facilities are also provided in the hostels.

The college has installed 30 KVA Mahindra Generator with automatic panel board for uninterrupted power supply.Water coolers and washrooms are made available in each floor and they are regularly maintained.One well as well as four storage tanks ensure the continuous availability of pure drinking water.Round the clock security is available on campus.Each department has its own computers with the facilities of printers and photo-copying machines and intercom facilities.

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:

Our esteemed institution encourages the students to participate in various activities to enrich their leadership qualities, physical and mental skills, team spirit, and social skills to ensure their holistic development. Physical education Professor along with other faculty members look after the extra-curricular programms of our Institution. The college has developed over the years providing facilities for cultural activities, sports and games, fitness and yoga centres.

Cultural activities: We have a seminar hall to accommodate 300 students and a mini seminar hall. The arts & cultural committee conducts the annual inter-house cultural festival, comprising of various events under performing and non- performing arrts. Financial assistance and facilities for practicing is arranged by the college. The students who secured the first and second positions in various items are sent to participate in the University Aarts festival

 From the very beginning, the management was pleased to provide a 200 meter athletic stadium (4590 m2- 90m x 51m),basketball court (750 m2- 50m x 15m),volleyball court (525 m2- 25m x 21m), netball court (780 m2- 26m x 30 m) , baseball court (1248 m2- 25m x 21m), handball court (1260 m2 – 45m x 28 m) and badminton court (416 m2- 26m x 16 m).We have indoor game facilities for table tennis, carromboard and chess (225 m2 –15m x 15m). Every year, we conduct coaching camps for various games. We came first in competitions like Handball, Baseball and Softball held at the University of Kerala. Our students took part in All India Inter University Tournaments in handball. Every year about 50 students receive grace marks from the University of Kerala. We have conducted All India Inter-collegiate Mar Ivanios Ever Rolling Hand Ball Tournaments for men and women. Many teams from outside Kerala participated in this event.

Sports activities: Our College hosted Kerala University Mini Marathon Inter-collegiate Tournament in 2016. The Sports Fest conducted in 2019 created opportunities to various other institutions across Kerala to take part in sports events. We maintain a handbook of activities detailing annual athletics conducted in the college.The department has a sports equipment and changing room. The sports facilities are used by the students of neighbouring institutions and even the public. The sports and games facilities in the college equipped many students to get placements in various government departments and to represent the University and National level in Baseball and Handball.Gymnasium – We have a very good fitness centre for our students. Even in pandemic situation our basketball team participated in a tournament held at Tamil Nadu and secured the first runner up in the University of Kerala. Our Judo team secured two bronze medals in the University competition.

A separate room is made available in the main building for yoga practice. The Department of physical education conducts Three Months Yoga class as add-on course and distributed certificates. Moreover Prof.Dr.Simon Tharakan acted as a resource person in Webinars on Yoga conducted by various Colleges.

The department of physical education offers health and fitness as a part of curriculum.

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: 28.57

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

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

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

Response: 54.86

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
2.69840	1.20	39.44	7.57	2.36

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

4.2 Library as a Learning Resource

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

Response:

The college library is partially automated with ILMS software KOHA (version 20.5, Year 2016). Students and staff are permitted to enter the library only after registering their names through the computerized Gate register. Students and faculty have free access to the library from 9 am to 5 pm. The library has a total floor area of 1626 x 900 sq.ft. It provides learner-friendly environment. Different sections are allotted in the library for reference, career guidance, internet browsing,OPAC,journals,magazines and newspapers.The reading room can contain 64 users, both teachers and students at a time. Every year library advisory committee is constituted to strengthen its activity. The library is equipped with seven computers with high-speed broadband connection.

The library has a good collection of books, journals, periodicals, newspapers, CD's, e-resources, back volumes of journals and previous year question papers. We have 3337 books,6000 e-journals,164300 e-books, 8 printed journals, 6 periodicals and 5 newspapers.Documents are classified according to the **Dewey decimal classification** and the catalogue search is done through the computerised **OPAC** (Online Public Access Catalogue) interface of library management software KOHA. The circulation of books is done using barcoded ID cards. All books are barcoded with their accession numbers. When the reader's ID card is scanned, his/her profile is displayed on the screen and the book is issued by scanning the book barcode. Though it is automated,

brownie charging system is also maintained for circulation.Readers are given 'reader's ticket' at the time of taking membership and every book has its own card showing the bibliographic details. When a reader comes to take the book, the book card is inserted in his readers ticket and that ticket is filed in the respective due date. When the book is returned the book card is replaced in the book and the user gets the ticket back. The main advantage of this system is that the circulation never stops even if a software crash occurs. The library holds books related to career guidance and competitive examinations in order to support students to face various competitive examinations with confidence.

The library is Wi-Fi connected. Remote access facility with its e-resources . The activities of library related services are available in the institutional website. Open access journals, previous year question papers,e-newspapers,e-encyclopaedia,e-thesis and feedback mechanism are also available in the site. Institutional repositories and previous year question papers are stored in dSPACE digital library software. The staff and students are allotted separate ID,and passwords for the use of INFLIBNET facility. The registered user can access more than 6000 e-journals and 164300 e-books using N-LIST of INFLIBNET. The library conducts orientation classes to the users every year to make them aware of various services and e-resources available in the institution. CCTV is installed in and around the library. The' Best Library User 'award is constituted to encourage reading habits among students. All matters related to the library are communicated to its users through e-mail and notice board.

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: 1.21

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
1.71517	0.19573	0.38131	0.29237	3.46976

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: 0.74

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

Response: 4

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college is well-equipped with IT facilities.There are four   smart classrooms and two IT enabled seminar halls in the college.The college provides 77 computers.Out of 77, 57 in computer lab,7 in office, 7 in library, 4 in Departments and 2 in IQAC.All the 57 computers in the Computer Lab are fully net worked. At present the college has BSNL Internet Connection with band width of 100 MBPS, including Wi-Fi facilities.The internet connectivity is ensured in all classrooms, office rooms and campus.Every Department is facilitated with computer and internet connectivity.The Wi-Fi facility is made available to all the faculty members.The students are permitted to use computers with internet free of cost for accomplishing their studies and completing the project works.

The year-wise updates of the IT facilities are listed below and the college has following licensed software:

- Facilitated G-Suite as the Institutional common platform for efficient delivery of online classes and conduct of online test papers as well as monitoring of attendance.
- 76 computers with upgradable windows operating system – 2020
- 76 computers with upgradable windows operating system – 2019
- 76 computers with upgradable windows operating system – 2018
- 76 computers with upgradable windows operating system – 2017
- 41 computers with upgradable windows operating system – 2016
- 15 computers with upgradable windows operating system - 2015
- 76 licenses of Adobe Reader XI

The college office is equipped with partially automated information system. Online attendance system is followed in all Departments by the Attendance marker Apps as well as live Polls.

The campus and office activities are IT enabled for the day-to-day functioning.The IT facilities in the college helped to improve the quality of teaching, learning, evaluation process and also for making the

administrative responsibilities friendly, transparent and efficient. Departments are networked through broadband internet and Wi-Fi facility.We also have Facebook account and YouTube channel.All the Departments have the essential IT infrastructure like computer, scanners, printers and photocopiers.Seminar hall is well equipped with LCD projector.Even in the pandemic situation, the college has conducted online programmes of all the festivals like Onam,Christmas,Arts festival, and Independence day.All the Departments carried out-test papers, evaluation and attendance marking with the help of newly facilitated G-Suite.

The IQAC Room of the college has two computers with LAN and Wi-Fi connectivity to facilitate all documentation and communication with management, principal, director of the institution, heads of departments, staff and students.It is equipped with a printer, scanner cum photocopier and LED TV.The college library is fully automated with ILMS Software KOHA.Teachers and students are permitted to enter the library only after registering their names through the computerised gate register.In the library,the book borrowing and returning system is digitized using Koha automation system.The unique barcode on the book and students' ID cards are the inputs to track the book in the library.The entire campus is surveilled using CCTV facility.It is installed at central places to monitor the activities on campus.

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: 7:1

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: 163.55

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
30.5	31.25943	29.78782	30.73153	19.09860

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:

As a matter of policy, the institution has a separate maintenance committee to look part the building and other infrastructural facilities. Under the guidance of the Director, Principal, and all the HODs, a supervisor with an assistant maintains all the civil and electrical works on campus. To meet the quality standards, the IQAC as well as the college council makes proposals for infrastructural development to the planning committee chaired by the director and principal. The managing board takes the final decision. The following are some of the specific initiatives undertaken to improve the physical maintenance of the Campus:

- **Physical facilities**: The institution has a number of housekeeping staffs for the maintenance of buildings, classrooms, washrooms and sick rooms. Complaints pertaining to the building like classrooms, furniture, electrical fittings and plumbing are reported by the faculty, staff members, to the management. After receiving the complaints, the management takes necessary measures to look into the concerned complaint.
- **Academic facilities**: Optimum utilisation of class rooms, computer labs and seminar halls are ensured by allocating time-table for each Department before the commencement of each semester. Entry is made in the register for utilising resources to conduct extra lectures and practical on holidays. Internet services are provided to the students. Maintenance are done on routine basis
- **Computers, IT equipment and software**: Repairing and maintenance of computers, IT equipment and software are done regularly. Computers are properly serviced and reused for the proper

functioning of the academic and non academic purposes thereby minimising e-waste. The maintenance of computer hardware and software of the institution is carried out by third party experts on request.

- **Sports equipment and facilities**: The department of physical education monitors the maintenance of sports equipment and service of different sports field. Qualified professionals are hired for special coaching camps for students. Institute's Physical Education faculty is responsible for taking care of sports equipment, facilities and regular sports and games activities. Maintenance of the playground is ensured under the supervision of the management.

- **Library maintenance:** The library is well maintained in tune with the changing academic needs. It is automated using KOHA. All books are marked, classified and placed on the racks. The positions of the books are updated with the KOHA for easy retrieval. The library advisory committee plays an active role in taking major decisions for the library. Books, Journals and other Library facilities are purchased or updated as per the advice of the library advisory committee.

- **Supporting facilities:**

  a) Inter-com facilities are available in library,departments and office.

  b) Solid waste management facility is available on campus.

  c) Landscaping and planting of trees are done throughout the campus to maintain a green environment.

  d) Fire extinguishers are available in the institution.

  e) Purified water supply on campus ensures safe drinking water.

  f) Maintenance of degradable waste disposal pit and well recharging pit are properly done.

  g) CCTV cameras are installed on campus to prohibit malpractices and security guards are also appointed on the campus.

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: 0.07

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
0	0	0	0	1

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: 4.29

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
34	36	14	17	0

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: E. None 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: 26.28

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
161	148	150	145	0

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

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 1.86

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
1	9	1	1	0

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: 69.29

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

Response: 97

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 21.54

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
1	0	2	0	0

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
13	1	2	2	0

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

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

Response: 19

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
4	1	6	6	2

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

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

Response:

Mar Ivanios College of Arts and Science, Mavelikara was established in 2015. The institution is keen to ensure the participation of students in various administrative, co-curricular and extracurricular activities.

Student participation in administrative level is ensured in the college mainly through Students' Parliament and Union Executive, and representation in Anti-ragging committee.

The Union Executive consists of chairman, vice chairman, general secretary, arts club secretary, magazine editor and university union councillor. College union election is conducted as per the directions given by the university. It is conducted in the parliamentary mode as per the Lyngdoh Committee Report, approved by the Honourable Supreme Court of India. In the parliamentary mode, elected representatives from each class constitute the parliament. There will be two representatives from each class, a boy and a girl. The union executive is elected by the parliament from the members. The Principal shall be ex-officio patron of the parliament and the union executive. The moderator of the parliament will be the Dean of the student

affairs. There will be staff advisors to the union executive. The union executive is accountable to the staff council and to the parliament. All the students are members of the college union.

As per the directives of the Honourable Supreme Court of India, ragging in any form is a punishable offence and the same is banned by the court of law. In order to prevent and manage ragging related offences, a committee is formed every year. NSS volunteer secretaries are members of this committee. They actively participate in the activities.

Various cultural and sports activities are arranged in the college under the leadership of the union uxecutive such as arts day, onam celebration, christmas celebration, college day, annual sports meet, college fest, observance of other special days etc.

All the departments of the college host various lectures, workshops, seminars and conferences in every academic year for the overall development of the students. The institution, in association with the Department of English, Commerce and Physical Education provide various add-on courses in order to enhance the capabilities of the students .These courses help the students to clear various competitive examinations with ease.

The college provides opportunities for the students to enrich their talents in various extracurricular activities. The arts festival conducted every year is a great platform for the students to showcase their talents. Those students who excel in the college level programmes are allowed to participate in the university level competitions.

The Department of Physical Education prepares the students to participate in various sports and games events. The college also has teams for games like handball,badminton, netball, baseball, etc. Many students got selected to the University team for different games. This, in turn, helped them to secure jobs in various government services, under sports quota. A National Handball Tournament is conducted every year by the college. Teams from various parts of the country participate in the same. The college conducts annual sports meet every year. Most of the students participate in this inter-department competition.

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: 10.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	7	8	7	12

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

5.4 Alumni Engagement

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

Response:

Our prestigious institution, Mar Ivanios College of Arts and Science, was started in the year 2015 and the first batch came out with flying colours from the institution in the year 2018. In the same year the college began the preliminary ground works to start the formal Alumni Association. A little bit later, in the year 2019 witnessed the birth of Mar Ivanios College Alumni Association. And at present, the official registration process as per the government norms is going on. Students from the Department of Commerce, (Tax and Tourism), Department of English, and Department of Economics are the members of this Alumni Association. Last year, the government gave permission to start a new PG course in Commerce and we expect the alumni for PG students may start from next year onwards. Presently, we have four passed out batches with a total of 520 students who are in different parts of the world. Most of them are doing their higher education in various fields. Some of our old students are working abroad and we strongly believe that they may be able to support us financially, then only some financial stringency may be solved. During the days of heavy downpour, our old students along with our present students rushed to the flood affected area to support and engage in the rescue operators.

As the first step of forming an official alumni association, Departments of English, Economics and Commerce organized informal Department-wise online alumni meetings in which almost all the alumni from all the four batches were present. In that meeting, the need for a registered Alumni Association and the aims and objectives were discussed. The first general alumni meeting was conducted on 7th April 2021, through google meet in which president, vice president and other executive members were elected. During the meeting, a number of alumni very actively participated in the discussions and offered their wholehearted support to their 'Alma mater'.

An executive committee meeting was conducted on 25th July 2021, at 7.30 p.m. through the online platform google meet to discuss about the registration process and other future endeavours of the association.

Aims and objectives of the association:

1. To bring together all the old students and the faculty to share their experiences with each other.
2. To maintain and update the database of all the alumni of the college and to interact with them.
3. To keep a record of all alumni of the college.
4. To maintain the updated and current information of all alumni.
5. To provide guidance to the present students in their endeavour for better employment and higher studies.
6. To get the valuable advices of the alumni for the overall development of the college.
7. To arrange donations to the needed students by the way of cash or other means.
8. To gather and maintain database of employment information and to assist the member in securing suitable jobs.

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

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

Response: E. <1 Lakhs

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:

Governance of the institution is reflective of an effective leadership:

- The Principal is the Academic Head of the Institution and is aided by the Heads of the Departments, Senior Superintendent, Section Heads, and Convenors of other Committees. Internal Quality Assurance Cell (IQAC), Academic Section, Examination Branch, Mentoring, Career Guidance Cell, and Other Sections do take part in the governance of the College.
- The Institute's Policies, Strategies, Resources and Quality Assurance cater to the needs of the Institute including Academics, Innovation and Entrepreneurship and Social Responsibility with an international Vision. The Malankara Catholic Educational Society and the Head of the Institution ensure liberal, democratic and barrier free management in such a fashion that the services and ideas of all the stakeholders do reflect for better achievement.
- The management seeks the services of heads of the Departments and members of the staff council in matters related to the institution. The committees form the back bone of the college.
- Faculty members' views and opinions are crucial in teaching methodology for different courses irrespective of basic courses or core courses, maintenance of academic standards, and welfare measures meant for students' wellbeing. We are conscious of the role of representation of our students and alumni members in IQAC so that their views are taken into consideration wherever deemed to be desirable for implementation.
- We consider the social responsibility to be imbibed as an inherent quality in our students and thus the Institute contributes by providing socially responsible students as inputs to sustainable socioeconomic development.
- The faculty members at the departmental level are in several Committees/Bodies. The decisions/resolutions made in those Committees have direct bearing in the governance of the College.
- The academic council, view those decisions with due respect and generally approve for implementation.
- The college has formed many sub-committees like Discipline committee, Grievance and Redressal /Internal Compliants committee, Anti-ragging committee, Mobile Squad, Arts and Cultural Committee, Women's Forum, Life guidance and Value education Committee, Youth Red cross, Quiz, debate, Fest, Career and Placement Cell, Yoga and Meditation, Tourism Club, Rural Entrepreneurship Development Cell, etc,.

- Introducing more postgraduate and add-on/short-term courses.
- Upgrading digital resource facilities and developing ramp paths for physically challenged students and upgrading classrooms to a state-of-the art teaching.
- Strengthening relationships with alumni and important stakeholders for fund mobilization, placement opportunities, and career option.
- Spreading awareness about mental health and stress management among all stakeholders.
- Re-inventing practices and setting up facilities for energy conservation and a sustainable

environment.

- Teachers play an integral role in the management and decision-making bodies of the institution. In addition to their teaching responsibilities they also participate in administrative and executive processes:
  - As the academic coordinator, teacher-in- charge, etc.,
  - As convenors and members of several committees of the staff council.

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:

Mar Ivanios College of Arts and Science, Mavelikara is highly indebted to the Malankara Catholic Educational society of the Catholic Diocese of Mavelikara for its inception and success. The institution was established in 2015 under the keen initiative of The Most Rev. Dr. Joshua Mar Ignathios, a man of great vision and a dedicated leader in every sphere of learning.

The institution practices decentralization and participatory management in keeping with its belief in democratic reactions and collective leadership. The management seeks the services of Heads of the Departments and members of the Staff Council in matters related to the institution. The committees form the back bone of the college. Teachers' engagement in the overall functioning of the college ensured by the staff council chaired by the Principal and an elected teacher as the secretary to the staff council. Every faculty in the college is a member of two or more committees in the college. The administrative body discusses the matters on admission, discipline of students, employee's welfare policies, and transportation facilities for the students and staff, hostel accommodation facilities for both male and female wards, accounts management and future expansion of the institution.

The meeting of the Teachers' Council is arranged regularly to discuss the various affairs of the college with a special emphasis on improving the teaching and learning of the college. For the smooth running of the college, the whole system of administration is decentralized. The institution also emphasizes the inclusion of all the employees working at different levels. Participation in the various activities give them confidence in their abilities and the values to become responsible citizens of the country.

The college has formed many sub-committees like Discipline committee, Grievance and Redress /Internal Compliants committee, Anti-ragging committee, Mobile Squad, Arts and Cultural Committee, Women's Forum, Life guidance and Value education Committee, Youth Red cross, Quiz, debate, Fest, Career and Placement cell, Yoga and Meditation, Tourism Club, Rural Entrepreneurship Development Cell, etc,.

Mentoring: In order to prepare students to excel in the world outside college, we are not only focusing on the intelligence quotient but also on the emotional quotient. Most students are unable to capture the

different philosophies that drive expectations for academic excellence and ideas lead to   pathways of sucess. In this context, the mentoring and mentor and mentee relationship becomes very important. Mentorship is an opportunity to provide a student with necessary academic and emotional support. Hence we provide an effective mentoring to the students for a holistic development.

The subcommittees plan and execute the strategies for the effective functioning of the college with the participation of all the stakeholders. The students' council extends its support in executing all-important policies related to students and places their requirements to the Principal. Feedbacks are obtained from the students from time to time to improve the quality of the services rendered. The decentralization and participation of all stakeholders result in collaboration and team work which fulfill the mission and vision of the college.

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:

At the time of its inception, the Institution had no permanent building of its own and the College started in a nearby building owned by the same management in July 27, 2015 with the programmes of B.Com. in Taxation and Tourism, B.A English and B.A Economics. Now we are so happy to say that the Institution has its own new building equipped with modern facilities like internet, Wi-Fi, smart class rooms etc.,

It was really a dream of our Patron to have a higher education Institution in this local area of Kallumala where the students seek their admission for higher education in the far away Institutions in the absence of a better Institution or better choice. When the government of Kerala issued notification to start new self-financing Colleges in Kerala, our Patron gave an application for the same on 22nd April 2014. After proper verification by the expert Committee, the permission was sanctioned to start a College on 22nd May 2015. Since it was very difficult for the Management to construct a strong permanent building in a hurry-burry manner, the Management Council decided to start the new College in a nearby building which is owned by the same Management. The College started with Four Degree Programmes, namely BA English, BA Economics, BCom.(Tax and Tourism) in July 2015. From the skeleton of a junior College, we are moving to higher levels or targets with the introduction of a post-graduation programme in MCom (Finance) in July 2020. We hope that we may be able to start a PG programme in English within a short span of time if other things remain the same.

When the Government of Kerala gave sanction for us to start a new College as per the recommendation of the University of Kerala, we styled the Institution as 'Mar Ivanios College of Arts and Science' in order to remember our Heavenly Patron His Grace Mar Ivanios.

When we examine or observe the growth of our Institution in the last six years we are so happy to say that from a humble beginning the Institution has moved to a fully equipped post graduate college.

Year by year our student strength is increasing without any leaps and bounds. To add prestige to our Institution some of our students bagged first, second and third ranks at the University level for the previous years. Their glittering achievement or victory may be the main reason behind the demand for admission to various programmes in this College.

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 organogram of Mar Ivanios College of Arts and Science reflect the democratic character and shared responsibilities with which the governance takes place. While the overall supervision of administration and the regulation of finances of the college rest with the Governing Body, whose authority is vested in it by the statutes and ordinances of the University of Kerala, the administration and execution of everyday functions lies in the charge of the Principal. The functions of the Principal in turn are supported by the faculty and the non-teaching staff. The Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the college.

- The governing body as per the constitution of college has ten members.. Nine members are from the Christian churches and missions and the other one is the Principal who is the head of the institution.
- The Governing Body under the leadership of the Chairperson gives direction to the administration and decision-making, finances and regulation, purchases and development, and quality assurance of the college. The Governing Body also appoints the Vice Principal in its capacity upon recommendation by the Principal. The Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the ex-officio chairperson of the Staff Council.
- The Staff Council committees administer decisions related to academics, workload, time table, purchases and maintenance, admissions, discipline and codes of conduct, curricular and extracurricular aspects of the college, subject to the provisions and ordinances of the UGC and the University of Kerala.
- HOD-in-charge of each department looks after their Department respectively. The important bodies of the college are:
- The IQAC of the college plays a key role in assessing and assuring quality in the teaching- learning and evaluation process. Various skill-based and quality events are also conducted by the college

under the aegis of IQAC.
- The college has formed many sub-committees like Discipline committee, Grievance and Redress /Internal Compliant committee, Anti-ragging committee, Mobile Squad, Arts and Cultural Committee, Women's Forum, Life guidance and Value education Committee, Quiz, debate, Fest, Career and Placement cell, Yoga and Meditation, Tourism Club, Rural Entrepreneurship Development Cell, etc,.
- These committees have to meet at periodic intervals.
- The college office consisting of Administrative and Support Staff carry out the administrative functions under the supervision of Office Superintendent as per the directions of the Principal.

Service rules and procedures are guided by the University of Kerala.However, the college is bound to obey the rules and regulations issued by the Higher Education Department of Kerala periodically. The recruitment rules for the teaching staff are as per the Government and the University norms. In the case of non-teaching staff only the Government rules are observed.

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

Welfare measures of an Institution refer to a range of humanitarian programmes or measures that provide financial or other aid to teaching and non-teaching staff, students, community in an around the surrounding areas of the Institution. This welfare measures started in this Institution ever since its inception in 2015.

The goals of welfare vary as it looks to promote the pursuance of work education or in some case a better standard of living. Since ours is a self-financing institution having no financial aid both from the central and state level, we have to seek our own way to mobilize for welfare measures.

- Even if we are facing financial stringency, the Management never shows reluctance to grant increment in the salary of both teaching and non-teaching staff annually. This annual increment is really a boost to them to do their work in a perfect and credible manner.

- The major welfare programmes initiated or chalked out by our Institution, include medical aid, temporary assistance to needy employees, advance payment of salary, tea and refreshments for teaching and non-teaching both in the forenoon and afternoon session.

- Faculty members are encouraged to participate in Orientation Programmes, Faculty Development Programs, Seminars and Workshops for up-gradation of their academic knowledge.

- The faculty members are provided and made available General Provident Fund (GPF) and Group Insurance Scheme. Certain staff and their dependents received financial support as per Employee State Insurance Scheme. Half the portion of the monthly subscription for Provident Fund is contributed by the Institution and only the half is deducted from the employees' salary.
- The College provides maternity leave and Child Care Leave (CCL) for women employees, on humanitarian grounds.
- Mar Ivanios College of Arts and Science, Mavelikara provides a healthy and clean work environment conducive for enhancing productivity at work. Facilities such as administrative office, department rooms, and committee rooms serve as important working space outside the classrooms.
- A well-furnished kitchenette is maintained in the College in addition to the canteen facilities.
- A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources. Teaching staff are also entitled to issuance of fifteen books at a time and non-teaching staff are entitled to issuance of six books in their name.

- Our College provides free conveyances for the faculty members.
- Whenever there is an emergency medical condition, the management is very keen in admitting the employees at Pushpagiri Medical College, a sister concern of the Management. And the staff members are charged only a subsidised payment for treatment.
- The management is very keen to arrange special get together on important festivals and serve free lunch to all the teaching and non-teaching faculty members.
- The needy staff members are given financial support for the treatment of their family members is an important welfare measure of the Institution.

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: 0

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

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

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: 1.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	0	0	0

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: 37.65

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
24	22	0	0	1

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:

1. Feedback form
2. Self assessment form
3. Academic Performance Appraisal

1.Feed Back Forms: For ensuring quality performance by the staff, the institution has initiated a system of taking feedback from students. For this, the students are asked to give subject wise feedback online. Thus it is ensured that students can give their feedback without any pressure. Their feedback is evaluated and necessary measures are recommended.

- Feedback system is crucial to institutional progression as it allows for self-reflexivity and reform. The feedbacks submitted online are analyzed, and measures are taken for reform by re-dress cell.
- They function as the catalyst for up gradation of teaching-learning processes, developments in infrastructure and facilities, skill-enhancement and professional development of the staff, capacity building and enrichment of students.

The online feedback mechanism at Mar Ivanios College offers a constructive self-assessment procedure integral to fostering and enhancing academic excellence and institutional development.

2.Self Assessment Forms: Teaching is an art which requires constant energy, practice and progress. Self-assessment forms issued by the IQAC cater to this requirement by encouraging staff to evaluate their own performance. Every member of the teaching staff has to fill this form annually. It allows educators to identify their own academic strengths and weaknesses. It also helps the institution to achieve greater goals of teaching learning. The Principal writes a report on the basis of this self assessment and the same is sent to the higher authorities.

A well-designed appraisal system can provide immense benefit to an organization. A performance appraisal is a systematic and periodic process that assesses an individual employee's job performance and productivity. In the year 2019, attention has been given to the necessity of the formal appraisal process. Appraisal encourages accountability and responsibility among the employees. Responsibility and accountability should be aligned at every level of the organization. It improves the performance of the employees.

3.Academic Performance Appraisal: The Institution has a performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance .Performance appraisal allows organizations to inform their employees about their rate of growth, their competencies, and their potentials. The teacher as a person, teacher as a performer, is also one of the mandatory assessment of his/her performance is appraised through his/her implementation of innovative methodologies, in class room lectures, seminars, tutorials, course delivery, question paper setting and evaluation , updating of materials, etc. Besides, students' feedback, pass percentage is also considered.

The above set performance appraisal report is filled by employee in a given prescribed Performa which includes all the above set related to points and sub-points.   Filled in the prescribed format is revised by HOD to assess the attitudinal/behavioral, professional aspects of the faculty concerned.

Performance Appraisal system for non teaching staff: A few strategies are observed in appraising non-teaching staff performance; this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation, willingness to learn, diligence, etc., they also assess the behavioral aspect like group behavior, acceptability, punctuality, etc.,

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 has a mechanism for internal and external audit to ensure transparent and systematic

financial management system. The expenditure concerning various activities are budgeted in the beginning of every financial year. The Principal presents the budget to the Governing Council for approval. The Governing Body thoroughly verifies the income and expenditure details and compliance report of internal audit submitted to the Management. External audit is conducted once in every year by an external agency.

Internal Audit

Copy of invoice and vouchers, and supporting documents of every purchase or conduct of event is maintained with the accounts section of the Institution. The details of all the expenditures, transactions of the entire financial year is consolidated and maintained at the accounts office and submitted for internal audit done by a team constituted by the Diocese Procurator at the end of every financial year.

External Audit

External audit of the Institution is conducted once in every year post March 31st, by the Chartered Accountants. For this purpose, the College appoints a qualified chartered accountant with approval from the Governing Body and the University. The chartered accountant meticulously audits the finance- related documents for all transactions. The External Auditor expresses their opinion on the financial statements of the Institution based on their audit. It is an audit of balance sheet, general fund, income and expenditure,as well as receipt and payment accounts. The audit involves performing procedures to obtain audit evidences about the amounts and disclosure in financial statements. The auditors also evaluate the appropriateness as well as evaluating the overall presentation of financial statement. Their findings are reflected in the Audit Report.

All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the Institution at all levels. The audited statement is duly signed by the authorities of the management and Chartered Accountant.

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

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

Response: 0

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

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

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

"When Gold rust what will Iron do". This saying is so correct in the case of almost all the self-financing Institutions in Kerala. Due to extreme financial stringency the Government is not in a position to support the educational Institutions of Kerala, both in the Government and Aided sector.

In this precarious condition we are not getting a single penny from the Government as financial aid. Our Manager with the help of Malankara Catholic Educational Society of the Catholic Diocese of Mavelikara is collecting money from the public as financial aid. Almost all the members of the Malankara Catholic Church are supporting our Institution financially in accordance with their capacity. Some of our Clergies are working outside India and majority of them are supporting our educational society financially. Our Manager is so kind enough to lend money to our Institution at the time of any urgency.

For the construction of the new College building the Educational Society of Malankara Catholic Church supported us by providing different means of financial aid. The Educational Society is having a number of schools both in the aided and unaided sector. Without mentioning their financial support to our Institution this report is inadequate or inappropriate.

Strategies for mobilizing funds:

1. Increasing Student strength: Efforts through various means of advertisements are taken to improve the student strength.
2. The Management welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds.
3. It seriously applies for grant from MLA or Local Bodies for the smooth running of the Institution.
4. In spite of our staunch efforts, we are not getting any financial support or assistance from elsewhere other than the Management.
5. Improving Alumni Participation: Alumni relationships are being strengthened through alumni meetings and alumni associations. Measures are taken to improve their contributions in the developmental activities of the College in the future.

Optimum utilization of funds is ensured through:

1. The College Development committee monitors all the purchases carried out and ensure that they are done properly and in accordance with rules.
2. Adequate funds are allocated for effective teaching learning practices that include orientation

programmes, workshops, inter-disciplinary activities, training programmes, refresher courses that ensures equality in education.

3. Regular external audits by the Charted Accountant makes sure that the mobilization of the resources is done properly.
4. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.
5. Some funds are allocated for social service activities as part of social responsibilities through NSS and extension activities.
6. Enhancement of library facilities needs to augment learning practices and required funds are utilized every year.

The College is following its own system of resource mobilization based on the Resource Mobilization Policy.

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:

Two practices institutionalized at Mar Ivanios College with IQAC initiatives are: (i) Academic and Administrative Audit of Departments and (ii) Feedback mechanism.

I.Academic and Administrative Audit (AAA): Academic Audit is an important tool to maintain standards in academic sector. The IQAC initiated the Academic and Administrative Audit (AAA) primarily to take account of teaching-learning processes in all disciplines and to institutionalize documentation and record-keeping of all academic and administrative matters of every department. The internal academic audit is conducted by academic coordinators every semester for fulfillment of IQAC-driven practices toward quality assurance. For effective monitoring of teaching learning process, periodic audits are conducted. The process requires a self-regulated assessment of teaching-learning processes and a systematic management of documents. Academic audit helps the Institution to introspect and improve their quality. The peer-review based audit evaluates the fulfillment of the following procedures in teaching-learning processes and the functioning of library.

The academic coordinators assess the documents related to the following: preparation of academic calendar; selection of papers to be taught; timely distribution of time table; submission of lesson plan and compliance report of curriculum delivery as per the schedule; and delegation of responsibilities and formation of internal committees for department activities, teaching methodology, use of ICT facilities, and opportunities for experiential learning are also apprised of at the audit meeting.

Documents of internal assessment, steps taken to assist slow learners, and analysis of the results of end-semester examinations are examined meticulously as part of the audit process. It also assesses if the teacher-student mentoring programme, which provides a meaningful platform for engaging with students and addressing their concerns, takes place regularly. Documentation of faculty achievements (paper presentation/participation in faculty development courses, publications, honors and distinctions) is also registered at the audit.

The external Academic Audit is conducted by Mar Ivanios College (Autonomous), Thiruvananthapuram by initiating their UGC PARAMARSH Scheme. As, Mar Ivanios College of Arts and Science Maveliakara included in the UGC Paramarsh scheme of Mar Ivanios College, Thiruvananthapuram, our mentor college has conducted external accademic audits. Taking into account of the academic audit report, they provide a number of orientation training programmes and tutorial worshops to our facullty members. We are highly indebted to our mentor college for the external academic audit, guidance and support for quality enhancement.

II. Feedback mechanism: The IQAC at Mar Ivanios College has implemented a feedback system for students based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support, and so on.

- Feedback system is crucial to institutional progression as it allows for self-reflexivity and reform. The feedbacks submitted online are analyzed, and measures are taken for reform and re-dress cell.
- They function as the catalyst for up gradation of teaching-learning processes, developments in infrastructure and facilities, skill-enhancement and professional development of the staff, capacity building and enrichment of students.

The online feedback mechanism at Mar Ivanios College offers a constructive self-assessment procedure integral to fostering and enhancing academic excellence and institutional development.

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 consistently strives to institutionalize quality assurance strategies and process at every level of functioning of the institute.

1.Effective Teaching Learning and monitoring process:

As our College is moving towards the NAAC Accreditation, IQAC has emphasized on quality enrichment of all aspects of the College. As a result, the College has been prompt in organizing webinars, workshops/seminars to highlight the changes and implementation.

Curriculum:

The demand ratios of most of the programmes in the College are consistently high. In addition to PG programme in M.Com.finance, the University has allotted new B.Com programmes in Finance and B.Sc. Computer Science during 2020-21 and 2021-22 respectively.

Teaching Pedagogies:

The IQAC promotes modern teaching pedagogies. Accordingly, teachers employ Power Point presentation, audio-video films on the curriculum, youtube videos, google class room, flip class room, etc.

ICT Infrastructure:

To promote ICT in teaching learning, the College has invested in G Suite and make use of the facility of Google classroom. The number of computers has increased. The speed of internet has been upgraded, Wi-fi facility has been provided to all teaching staff.

Optimization of Students' Potential:

The College organizes add on courses in subjects like communicative English, accountancy, tally, yoga and breathing exercise, etc. Remedial lectures, assignments and paper presentations, case study discussions, field visits are also executed for the benefit of students. Model exams are conducted for the students appearing for University exams. Intensive coaching by faculty members is an effective way of equiping the students to appear for University exams with clarity of concepts and understanding the topics thoroughly.

Monitoring the Teaching Learning Process:

For effective monitoring of teaching learning process, periodic academic audits are conducted. The academic calendar, teaching plans and results analyses are checked by the internal auditors.

Feedback Mechanism:

The feedback mechanism had been strengthening to receive responses from all stakeholders. It has also been made online to make it more effective. The feedback is analysed and appropriate action has been taken.

2 .Personality Development of the Student.

The IQAC believes in developing the holistic personality of the students. With this objective in mind, the following steps have been initiated.

- The introduction of Certificate course in Physical and fitness education and Yoga and breathing exercise. By this the students get an exposure to diverse fields, which widen their knowledge horizon.
- The Placement and Career development cell of the College conducts training programmes on resume writing, facing interviews and soft skills. These help the students in cultivating the much needed technical and corporate skill to meet the challenges of the competitive world.
- The Departments also take special efforts in organizing workshops,webinars and seminars on topics like personality development grooming, career guidance, motivation setting and intellectual property rights and entreprenurial development.
- IQAC has also taken initiative in imparting value based education to make the students socially conscious citizens of the country. The NSS Units of the College is very active, both inside and outside the campus. All the Departments and Committees have developed a culture of having at least one visual based activity in their programs. They are trained to respond quickly to any natural calamity that may hit the locality.
- The Sports committee guides students to participate at a number of State and National level Games.
- The College also believes in nurturing the creativity and entrepreneurial skills of the students. The IQAC has taken initiative to the establishment of an Entrepreneurial Development Club.
- In order to develop a sense of belonging among the students and to develop a 'spirit of giving back to the society', the College has an active Alumni Association.

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: B. 3 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The vision of the institution is to bring out responsible, socially committed, intellectually competent men and women to confront the challenges of the present century. Gender equity initiatives help students to access and enjoy equality in everything: resources, opportunities and even in achieving rewards. Students enjoy the warmth and harmony of co-education. The rapport between staff and students cultivate a congenial working or learning atmosphere in the college.

Women's forum was formed in 2015 with Ms Preethi Mridula Mathew, Mrs Somichen Baby as coordinators. Mrs Somichan Baby, Mrs. Prabha Alice Varkey, Mrs Aswathy P and Mrs. Ashley Thomas are the present coordinators. The forum arranges meetings on every first Thursday in a month. Awareness programmes to girls regarding 'the importance of personal hygiene' like hand washing, dental care, bathing and hygienic clothes are arranged. Women's forum organized an awareness programme for mothers titled AMMA ARIYAN at the campus in 2016. During the meeting the resource person shared valuable tips on various threats faced by women in the society.. They are advised to carry some cash and also emergency contact numbers always. Self defence mechanism classes were organized exclusively for girl students under the auspices of the Women Study Unit.

The college celebrated International Women's Day on 8th March 2018. Prof. Leelamma George,Retd. Principal, Bishop Moore College, Mavelikara was the resource person. On February 20 th 2021 an orientation class was arranged on "General Health awareness during pandemic times" by the medical officer Dr. Jessy Mathew and on March 8 th 2021 as part of Women's day, Women cell and NSS conducted one day seminar on "Striyum samoohavum samakaleena chinthayum" by Adv. Seema, special public prosecutor, district and sessions court, Alappuzha.

The college has an efficient mentoring system and provides mentoring to all students irrespective of gender or any other differences. The students who require specific psycho-social support are referred to the consultant professional counsellor in the college. The women study unit takes special care in mentoring by dealing with the girl students focussing on their problems,if any. The institution has a counselling centre with three trained counsellors. Apart from the services rendered by the trained teachers, the institution seeks the help of professional counsellors.

The Department of Physical Education gives training to students of both genders. The Girls' Netball team has represented the college in university competition. The institution provides and assures various facilities and care to promote gender equity along with a sense of security by providing restrooms, latrines and separate toilets and hostel facilities. The college ensures the security of its students and staff members with excellently guarded gates and security cameras. Around seventy percent of faculty members are women in the college campus. The college ensures the supply of hygiene kits with menstrual health products and soaps. The ladies restroom is provided as sickroom. It is a well ventilated room with provision to take rest. The service of a lady attendant is also available in the restroom.

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:

Our college efficiently manages waste materials generated in the campus. The main objective of the solid waste management system in the college is to promote the conservation and protection of the environment in the college campus. The current implemented system inculcates awareness and a genuine concern among students about environmental protection and its sustainability. It helps to preserve the environment and minimise the threats posed to human health. Some of the common solid waste littered in the campus includes daily garbage of used paper, rubber waste, plastics, cardboard materials etc. These are collected and disposed off to the Chethana Integrated Development Society for recycling.

The wastes generated from College premises,canteen and men's hostel are taken care off properly. In the college,dustbins are placed in every classroom, Departments, office and library to collect paper wastes. Waste bins are placed in both gents and ladies bath rooms to collect food wastes.The degradable waste materials are collected in a specially designed pit to convert it into manure.

The management is running a canteen in the southern part of the campus to provide food and refreshments to the students, teachers and non teaching staff . The disposal of waste accumulated in the canteen was really a headache to the institutional authorities at its infancy. The prospect of a clean campus forced us to construct a biogas plant to dispose the waste originated from the canteen, college and boys' hostel.

During the days of heavy rain, rainwater coming from the nearby areas brought heavy dirt and water to our premises. Seeing this unhealthy situation, immediately the management took some coercive steps to stop it forever. The drainage system was immediately implemented that completely wiped out the dirty water from the campus.

To keep our campus neat and clean three last grade staff members are employed. They collect the wastes generated during each working day. Thus vector-borne diseases that are spread by rodents and insects are par at risk. Special instruction is given to remove any type of vessels or pots or coconut shells that may carry contaminated water. Thereby we maintain a mosquito free campus.

The collecting, treating, and disposing of solid waste material is given due importance keeping in mind the impact caused by the improper disposal of solid waste. We not only keep our campus clean but also insist our students to maintain these hygiene habits throughout their life, even at their home or at workplace.

Since the college is not offering science programmes, it is not producing chemical wastes from laboratories. We are awaiting a course on computer applications and a fully fetched computer lab is set by the college. Thus in future we may collaborate with suchitwa mission and NSS to get rid of the e-waste generated. Now e-waste generated are collected and stored safely.

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
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: B. 3 of the above

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

Mar Ivanios College, Mavelikara is established with a clear goal in view, following the educational vision of the Malankara Catholic Church. Our college envisages a society based upon human values and morals encompassing intellectual, social, cultural and spiritual dimensions. Our college undertakes various initiatives to bring students and teachers with diverse interests and backgrounds under an identical parasol. Such endeavours help in erasing the borders of intolerance and disharmony under the banner of culture,

religion, language, community, social and economic diversities.

Even though our college comes under the management of Malankara catholic Diocese olf Mavelikara, no special prayer sessions or religious practices are performed. The morning prayer is sung by students from various Departments without any confinement of religion and is followed by pledge. These two activities concretise the holistic and feeling of togetherness.

Prevention of caste and gender based discrimination SC/ST cell ensures that no discrimination based on caste, colour, sex, ability or economical background is practiced. The college believes that every human being has a well of goodness within him and it's the mission of the college to excavate and make use of the treasure of goodness for the welfare of society. Special care is given to slow learners and differently abled students. Various ways like remedial teaching and personalised attention are also given to those students.

Even though the college is working in a self financing mode students are not penalised for late remission of fees. The financial accounts are solely dealt in the office section without taxing students. Needy students are sponsored by some teachers of the college. The college wilfully adopted the uniform system to make sure that all students are equal and should be treated equally in the college environment. Regardless of the cultural backgrounds, the college community inclusive of its students and employees have to observe the code of ethics prescribed by the institution for them.

Every year we celebrate Onam with the attractive floral decoration (pookalam) by each Department and various competitions like 'onapaatu', 'thiruvathira kali', 'malayalimanka - malayaleesreeman'. Christmas is a festive season with the spirit of joy and sharing. Every year the college makes it all the more brighter with Christmas carols, exchange of Christmas gifts and Departmental competitions like Christmas tree, Christmas greeting cards, Santa Claus, and rendition of carol songs.

Our College promotes creative and artistic pursuits by engaging and nurturing students in fashion, debate, dance, music, theatre and art to support their holistic development. All programmes in arts festival are arranged as per the criteria of university without any restrictions based on caste, religion or gender. The student community irrespective of any discrimination participate in group and other items. The winners are given the opportunity to represent the college in the university youth festival.

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:

Our staff and students very positively engage in various activities to uphold the values enshrined in the Indian constitution. The primary evidence of the enactment of constitutional obligations by the college is the morning pledge. The habit of quoting pledge is continued from school level to the graduate and postgraduate level. Even though the level of understanding and knowledge has changed, the root of every student, teacher and staff is embedded as an indian. Constitution Day is celebrated on 26th November. The programme initiates with Preamble reading followed by lectures for the sensitization of students on the constitutional values, rights, duties and responsibilities of citizens. Life guidance or value education classes are arranged by the college with Prof. P K Varghese as convenor, Rev. Fr. Thomas Puthenparampil and Prof. Prabha Alice Varkey as co- convenors during free hours. The students get the opportunity to listen from experienced personalities on topics to strengthen their life. Independence day is celebrated by the flag hoisting and honouring our motherland and catering patriotism by the recitation of the national anthem.

Students consistently participate in the cleaning activities on several occasions including Gandhi Jayanti in association with the National Service Scheme. Through NSS activities students get the opportunity to absorb values, duties and responsibilities which will cast them as efficient citizens.As acknowledgement, four students got NIC, one got selected to Pre RD camp, one best volunteer appreciation and one best volunteer award.

Under the auspices of the college union, a food donation program was organised in college in 2019. It was an eye-opener for many to realise the stark reality of poverty and deprivation that a faction of our society suffers. The event helped to unravel the sense of individual responsibility and social awareness. The college community as a whole donated essentials for the needy who were affected by the heavy floods in 2018. The college expressed it's solidarity by accomodating the flood affected local families in 2018.

Students voluntarily participate in national health programmes in association with Government and Non-government organizations. Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes throughout the year. Postgraduate students have the Research methodology subject as a part of curriculum with the objective to acquaint themselves with the ethics in research in connection with their contribution to society. Students have volunteered to register themselves as sannadha sena during the pandemic situation.

The college encourages students to donate blood and nurtures an attitude of being selfless. The students are sensitized on the importance of the activity and are encouraged to participate in various blood donation programmes. Their social commitment speaks about the right of every citizen to be treated equally and be given the opportunity to lead a life of health and happiness.

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](#)
Any other relevant information	[View Document](#)

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

Response:

College makes sure to mark each important day, national and international, with a presentation under the able leadership of Ms. Somichan Baby. Republic Day and Independence Day are celebrated in college with the whole-hearted participation of the college community. Students plant tree saplings in the college campus as part of the environmental day.

International women's day is celebrated with a variety of programmes. Lectures were arranged for making the students conscious about the need for being empowered to live in a male-dominated society.

Teachers day is celebrated on 5th September to commemorate the birth anniversary of Dr. Sarvepalli Radhakrishnan, a highly respected teacher, philosopher, prolific statesman and former President of our country. We celebrate this special day to honour and appreciate our teachers for their selfless service by arranging programmes in the Departments. College honours the great visionary and father of our nation, Mahatma Gandhi on 2nd of October with Swatchata Abhiyan activities.

Every year Christmas is celebrated with the exchange of Christmas gifts and competitions like Christmas tree, Christmas greeting cards, Santa Claus, and rendition of carol songs. Onam is celebrated highlighting its history and significance attributed in the legends of Hindu mythology.

The annual sports and games conducted in the college plays a crucial role in student's mental and physical development. Through this, the students can hone their skills and boost their confidence. The college hosts the National Hand Ball tournament every year and in 2019, a Food fest for mobilising funds to help the people affected by the ravages of flood was done.

Arts day competitions are organised every year by the active involvement of the student's union. Students can bring out their innate talents in competitions like dance, music, painting, modelling, writing, dramatic presentation and mimes. Winners are awarded with prizes and certificates. Individual titles are conferred on the best male and female contestants as Kalapratibha and Kalathilakam respectively. The winners are given an opportunity to represent the college at the University Youth Festival.

Kerala Piravi also known as Kerala Day is celebrated on 1st November every year. A variety of programmes are arrayed by students that bring out the rich heritage of the land. College day was celebrated last year under the banner IVANIA 2020**.** This Fest provided a platform for students from different colleges to showcase their latent talents. Due to Covid lock down and suspension of classes in the college, the fest could not be conducted during 2021.

The Department of English conducts inter-collegiate programmes under the banner Arcadia to sharpen the literary, aesthetic and communicative skills of the students. The Commerce department conducts department wise programs in the college. The Department of Commerce association conducts quizzes for school students and webinars. The Economics Association of the college conducts several programmes like intercollegiate paper presentation competition, intercollegiate Quiz competition, international and national webinars under the banner 'Economicas'. The department of Malayalam and the department of physical education arranges webinars. The entrepreneurship development club also adds webinars to its credit.

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

1.Title:

 Mentoring and counselling

2.Objectives:

College has the vision of moulding students with individual attention to raise them as valuable

personalities. Leadership quality of each student is catered with personalised mentoring. Skills and areas of interest of mentees are identified and encouraged to showcase their full potential. Through constant interaction with more experienced mentors, humanitarian values like respect, love, care, compassion are inculcated. This will limit their apprehension and improve communication skills. They gain a fresh perspective towards their life and career. Mentors' valuable insight guides them in crucial times and in decision making. Their personal, mental and emotional turmoil are channelized to fruition.

3. Context:

Mentoring and counselling was intended to reduce the stress faced by students in the present fast changing world. The students could share their problems to their mentor, who could guide, pacify and be a catalyst in achieving emotional stability. There are students who need special attention and care. They are mentored with the guidance of experienced mentors and counsellors. Primary problem faced while implementing was disinterestedness from the part of students. But after each session and frequent interaction the inhibitions of students are reduced to create a better rapport with teachers. Another expected difficulty was that when students are given space for interaction there was a chance of misusing the opportunity. But with implementation of mentoring as a serious practice that problem was eliminated. During covid pandemic situation, regular one to one or class interaction was impossible. But with necessary precautions, mentoring was done alloting special time slot for students.

4. Practice:

Mentoring is an obligatory element in the teaching learning process. Especially in our college each student receives attention not only from the respective faculty advisors but also from the Principal and Director, creating a familial bonding. Mentoring and counseling is evident from the first batch leaving strong alumni. From 2015, the class advisors were advised to understand their students' strengths and the form of encouragement or scaffolding. In most cases necessary guidance was given by faculty advisors and teachers with the advice of the Heads of the Department. The department is open to students and parents. They can interact with teachers for personal and academic issues without any inhibitions. The faculty advisor could lead the students to counselling sessions if needed. Extreme cases or those needed more attention are referred to the counsellor. The college has a counselling room with a full time counsellor Dr. Varghese Thomas. The counselling for students has many benefits like enhancement of their social skills, empathy, decision-making skills and forming a healthy peer relationship. As Dr. Varghese Thomas is also a faculty, students could intimate him without inhibition of facing a counsellor. From 2017, Mentee's Chronicle was introduced to maintain the full record of mentees. When the class strength increased, for better and efficient mentoring each class was divided into groups having 20 to 25 students for different teachers as mentors. The students are free to interact with the mentors whenever they need help or in the meetings organised by the department for mentoring. The students could seek advice not only from their respective mentors but from any faculty in the college community.

The use of alcohol and drugs are one of the main threats that distract students. Through mentoring programme, minute changes in student's character could be easily identified. Another uniqueness is that students share their fears and anxieties with mentors. They take their mentor into confidence and reveal things about their friends, family or society that could be corrected with timely intervention.

When the classes shifted to online, all mentors and mentees attended the scheduled session of mentoring. Apart from the official scheduled mentoring faculty advisor has a constant interaction with their respective students regarding curricular and extracurricular activities. The chance of mentees to talk with their mentor

or faculty advisor is maintained through whatsapp messages, calls and phone calls.

5. Evidence of success:

After each internal exam a PTA meeting is held to discuss their internal marks. Mentors and subject teachers provide proper guidance and mark their details in Mentee's Chronicle, thus their progress is analysed. Marks of university and internal examination are closely monitored and students are given proper guidance and support. In covid situation online PTA meetings and offline mentoring are arranged. Most of the students have joined for higher studies while some have secured jobs. Mentoring plays an active role and is reflected by university ranks and securing higher education in accredited colleges.

Talents of students are identified and they are motivated to participate in various academic and extracurricular activities like department programmes, collegiate and intercollegiate programmes. During covid situations students utilised their extra time by doing online courses provided by Coursera. Sona Belson, a student of B Com Tax department secured more than 500 online certificate courses under UGC Paramarsh in Coursera scheme. The students are the key for maintaining an eco-friendly campus. With the advice and supervision of mentors students maintain the campus clean and hygienic. The mentor mentee relationship contributes to positive impact in their behaviour and this is evident from the committed alumni association.

6. Problems encountered and resources required:

Even though the process of mentoring started from the first batch of students, a solid record on mentoring was not kept. Faculty advisors had their own diary on their students. In order to maintain a record of mentoring in a systematic way by including all the information of students, Mentees Chronicle was introduced. It focuses on curricular and extracurricular activities, talents and achievements.

As the strength of classes increased, to give enough attention to each student, the classes were divided into groups of 20-25 students and assigned teachers as mentors.

In the semester system the challenge faced by students and teachers is lack of time. But with regular interaction with mentees, this problem is annihilated. Interval time and before and after regular college hours mentoring was done. In order to tackle this a day was assigned for each class for the same purpose.

Best practice Two:

1.Title:

Sharing Health, Wealth and Happiness. The programme launched with the mindset of individual development through social welfare.

2.Objectives:

Education is not about learning facts. It focuses on intellectual, emotional and behavioural development of students. Primary aim of education is to create a committed citizen. Community service frames their personality. When students get the exposure of real life situations, they get the opportunity to understand and view life in a more serious way by expanding their experience. It also initiates a tender feeling, willingness to share and a mind to accept the world as it is. All these will help students to be a committed

citizen with a concern for the society and environment in which they live.

3. Context:

The college insisted on continuing a programme which bridges students to society. The motto was to inculcate in students a caring attitude towards society and fellow beings. Most programmes are executed with the involvement of the NSS unit. Diverse programmes are included to trickle down the elements of brotherhood among youth. Various programmes like blood donation, fund raising to help patients, flood relief, anti drug programme,collection of dress materials, cleaning drives and palliative care are a few among them. Even though the majority of the programmes are coordinated through NSS and have 200 volunteers, the participation of the whole college is ensured. One challenging issue faced by students was lack of time. When classes shifted to online mode, the implementation of the programme became difficult initially. Even though covid lock down has put an end to the extracurricular and cocurricular activities, students participated in a number of activities which recalls social commitment. The active participation in various webinars, awareness classes, covid duty and fund raising programmes etc.,are few among them.

4. Practice:

Through this practice various programmes are implemented with the support of college management and National Service Scheme. Palliative care unit is working as part of NSS. Volunteers help and attend the patient. It was inaugurated in association with Kurathikad community health centre in 2019. Based on the survey conducted in the adopted village, the family that needs palliative care was identified and students make frequent visits to the house.

During Kerala Flood, various relief activities are undertaken by the college. College was a relief camp during 2018. All the necessary infrastructure and material support was given. A relief kit was also given when the camp dispersed. Students also went to Chengannur on a cleaning mission arranged by railway. They cleaned the school given as a relief camp at Chengannur. A village road destroyed during the flood was restored. Food fest was arranged to collect funds to help families who lost their homes during the flood. A collection centre was arranged in the college in 2019 to collect and distribute stationary and necessary items for the affected people. The students visited the relief camp at Pandalam and handed over the collected items.

An Eye camp was arranged in college in 2016 in association with Amaravathy Eye care hospital and an eye camp was conducted in Mar Ivanios L P School as part of Nss camp in 2019 in association with Ahalya Eye hospital.

Visiting an old age home was a life changing experience for students. They interacted with the inmates and patients in Mahatma Janasevana Kendram and donated selected dresses collected from students. Students presented various programmes to entertain them and had lunch with them. The amount collected was also handed over to the authority. Volunteers along with the College Director Rev. Fr. Thomas Puthenparampil and Programme Officers visited the Old age home near Cherukole, and distributed the collected dress materials and cash. Students provided food for the destitute during lock down.

During the covid pandemic period students raised 45000rupees through a newspaper challenge. Two mobile phones (Rs.10000 each) were handed over to the District Administration, Alappuzha for students in need of mobile phones to attend online classes and One to a beneficiary who secured full A+in SSLC and does not have a mobile phone to attend online classes. The amount collected through newspaper

challenge Rs. 15000/- was handed over to the College authority for extending support to an NSS Volunteer who is suffering from cancer.

5. Evidence of success:

Various programmes are implemented to mould our students to handle a demanding situation without hesitation. Cleaning drives in public places like road sides, railway station, kattanam health center and the public Library premise in Umbernad are few to mention. Volunteers cleaned the alloted school at Chengannur in 2018 as part of 'Swatch Vidhyalay' project and attends a patient with kidney failure through palliative care unit. During Kerala flood 2018, college acted as a relief camp. All provisions were given by the management and a survival kit when the camp dispersed. Students, programme officers and director of college visited and handed over the items collected to the relief camp at pandalam in 2019.

In the medical camp by Amaravathi hospital students and teachers and non teaching staff were benefited in 2016, while the second camp by Ahalya eye care hospital in 2019 could extend its facility to society resulting in around hundred and fifty consultations. The NSS unit visited Mahatma Janasevana Kendram, Adoor in 2017 and the Old age home near Cherukole, in 2020. The students handed over collected dress materials and an amount for food. It was a life changing experience to the students.

6. Problems encountered and resources required:

In order to understand and empathize with the needy, visits to hospitals and old age homes are done. Due to lack of time, only a few visits were possible. Students as part of different programmes got the opportunity to visit and help people. Even though the college is six years old, it is blessed with two NSS units. Thus the maximum number of students ensures their participation. The rest of the students technically work in the environmental club and arts club but practically all are initiated to this practice.

During covid pandemic period the programme had its limitations of reaching the recesses of charity in its full philosophy. But programmes are done like supplying mobile phones to alappuzha after a newspaper challenge and awareness classes like Prevention of covid 19, third wave, by Mrs Suja P S (District Education and Media Officer, Alappuzha was done in 2021.

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:

Ashakiranam

Mar Ivanios College of Arts and Science, Mavelikara is powered and supported by Malankara Catholic educational society of the Catholic diocese of Mavelikara. The college being erected at the familial property of archbishop Geevarghese Mar Ivanios has its vision to dispel the darkness of the human mind. This is achieved through the educational process of kindering lights of humanness, love, care, sympathy and kindness along with intellectual awakening. With this in mind, Chethana Integrated development society, Kayamkulam is established with the motto 'change for a better future'. Chethana has been working for the overall development of the poor and especially the marginalized people of Kerala State. It aims at empowering the poor, women, widows, handicapped, aged, children and also the unorganized and marginalized sections of the society irrespective of caste, creed and religion. Through this organisation cancer care campaign - Ashakiranam is working exceptionally well with various programmes. Students as part of the Ivanian family uphold these values and extend their helping hand through Chethana and Ashakiranam Project.

Inauguration of the programme Ashakiranam was done at college level with a seminar on cancer awareness by Social Service Society, Chethana of Mavelikara diocese in association with Carithas India on 1.10.2016 at the college seminar hall. The seminar was inaugurated by the director of our college, Father Thomas Puthenparampil. The director of Chethana Fr Binny Nedumpurath gave a motivational speech which imparted the importance of charity works and how one could contribute to this. After that he handed over a charity box to the principal. The keynote address was given by the Principal Dr K C Mathai, felicitation was done by the General Coordinator Dr R Harichandran imparting the need and significance of charity in the present scenario. The class was taken by Mr Amal Krishna, Carithas State programme officer. An awareness class about hair donation and its need was given by Mr Renjith Mathews the Coordinator of Ashakiranam, Chethana. All Students participated in the programme and empathized with the situation.

Students expressed their willingness to donate hair. The students were taken to the office of Chethana, Kayamkulam for hair donation on 12.11.2016. The programme began with registration and a talk on the Ashakiranam programme. The hair donation programme was inaugurated by Kayamkulam MLA Adv. U Prathibha Hari. The act made the students acknowledge the fact that sometimes a simple act from a person could make big changes in society and its perceptions. The action revitalized the milk of human kindness.

Donation boxes were placed in college to ensure voluntary donations. As an initiation, a fund collection drive was arranged by national service scheme. As previously informed, the collection for helping cancer patients was done on 27.10.2016. The volunteers went to each class and gave an idea about the programme and urged them to contribute for this charity work. The amount collected was handed over to Chethana by the director Fr. Thomas Puthenparampil.

After the flood college took many initiatives to console and help those who face the after effects of the disaster. One such step was to contribute to rebuilding homes. Keeping this in mind, a food fest was arranged as part of Mar Ivanios inter collegiate handball tournament in 2018. Players from different colleges competed in the meet. A festive mood was generated with the active participation and contribution of students to the food fest. In the food fest many counters were set by all departments and provided snacks, drinks, ice creams and lunch. Students also set a counter to sell craft items made by them. The

event was a big success and the overall collection was near one lakh rupees. 75000 rupees was contributed to rebuild houses of the flood victims and for that purpose the amount was handed over to Chethana. The rest of the amount was donated to build a bathroom for a family in need.

Every year one of the main programmes done by students is to make donations to Chethana. For this the calendar made by Chethana is used as a medium. The calendar is distributed to students and faculty members to raise as much money as possible. The programme was done with the initiative of the National Service Scheme unit. The volunteer secretaries and programme officer arranges a campaign to stress the motto and vision of the programme. The amount thus collected is handed over to Chethana each year.

On 6th February 2018, the College commemorate World Cancer Day. A function has been arranged to handover the amount collected by selling calendars issued by Chethana Service Society. During the function, Principal assured the students that the amount will be transferred to Chethana at the earliest.

When the classes were suspended with lock down and later transformed to online mode, the practice of fund collection with calendar staggered. But students had done umpteen activities for motivation. They included mask making, craft making and setting the kitchen garden during lock down. A student of the English department, Ms. Sneha Kunjumon supplied three hundred masks as an initiative of Chethana.

Even though the annual supply of calendar was not possible due to the lack of regular offline classes, students and staff members contributed to help a student undergoing treatment at the regional cancer centre Trivandrum. The national service scheme units of our college were able to collect 45000 rupees through a newspaper challenge and donated 15000 rupees to support the student under treatment and for this purpose, the amount was handed over to the College authority. As Chethana acts as a vent towards society, cancer patients are being helped through this channel. The amounts received for cancer treatment are handed over to the beneficiaries through Chethana.

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

5. CONCLUSION

Additional Information :

- At present the institution is committed to its 517 students, offering the best infrastructure facilities, inclusive of art and computer labs with most modern equipment, library, seminar halls and smart class rooms. Recreational lawns, multi-purpose stadium for basketball, handball, yoga and indoor games add to the serenity of the campus.
- To ensure high quality education, students are given opportunities to participate in co-curricular and extracurricular activities, training programmes, seminars, webinars, debates and quiz competitions, both online and offline.
- The ambience of this college is ingrained and designed with the needs and interests of students in mind. This assures the availability of the teaching faculty to address the student's needs. The faculty is encouraged to participate in courses, and conferences to supplement their knowledge and get the better of their position as teachers. Supportive strategies like class tests, assignments, project work and seminars enhance the efficacy of teaching and learning.
- The Career Guidance and Counselling Cell in collaboration with outside agencies guide the students for participation in various competitions, entrepreneurship and professional skills learning.
- Individual counselling by heads of the departments and faculty advisors and motivational lectures for slow learners is incorporated into the pedagogical rendering. The mentoring programmes is very effectively implemented as an interface for all the students. Educational and historical trips are organized periodically. Routine medical care to hostel residents is given properly.
- The NSS unit, active with its awareness and sensitizing programmes have earned accolades and drawn recognition for its volunteers along with achieving many applaudable positions in various sports competitions at university, state and national levels.
- The Management Committee outlines and executes all progressive action plans involving the critical stake holders through a symbiotic exchange that authorises transparency in transactions.
- **The college focuses to:**

1. Impart trans cultural quality education.
2. Assist in imbibing national and social values.
3. Nurture holistic development with comprehensive education.
4. Mould students in self discipline grounded in religious and moral education to uphold upright values .
5. Invigorate students to face challenges.
6. Enable students to uphold their religious beliefs to safeguard a secular society as envisioned in the Preamble of our Constitution.

Concluding Remarks :

Mar Ivanios College of Arts and Science, Mavelikara, takes pride in submitting the SSR for accreditation within **six years** of its inception. Our report is a collective effort of applying our time and energy in this short span, keeping in mind our target to achieve high levels of excellence and quality assurance in all systems and processes, academic and non-academic.

We seek to develop and empower students providing them with high quality education, optimising their full potential to effectuate excellence through *enriched curriculum of knowledge, wisdom, civic and human values.*

Our college's quality aspect extends to assuring all support and resources to students for realising their academic and career goals. **Our results have scaled high and much higher when calibrated with University average, topped with ranks at University level.**

A variety of certified Add-on courses offered to students give them the cutting edge in today's job market. The college, aware of its mission and social responsibility encourages students to engage in social works with local communities through NSS.

College utilises the leverage of ICT in academics and administration. Our teaching faculty effectively adopts this technique making teaching more relevant. They dote on the diverse academic needs, striving for continual improvement of quality with regular publications and National and International conference presentations.

College has a strong infrastructure and a perspective plan related to it. Even at its infancy, the college has all requisites inclusive of all teaching learning facilities, computer, language and electronics labs, internet facilities, smart classrooms, sports and games amenities.

Strategic plans are devised, keeping the benefit of stakeholders at the centre, deployed in a time bound manner, in keeping with the value system of the institution.

Our institution is committed to endorse the ideals envisioned by our Heavenly Patron, Mar Ivanios and our founder Bishop, Dr Joshua Mar Ignathios. We abide by our solemn resolution to uplift the poor and the deprived making professional and higher education accessible to the weaker sections. We spare no effort to ensure the overall development of students through theoretical and experiential learning, thereby furnishing the development of the society and Nation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has considered B. Any 3 of the above as per shared report by HEI.
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. Number of mentors Answer before DVV Verification : 26 Answer after DVV Verification: 23 Remark : DVV has given the input as per shared mentor list by HEI.
2.6.3	**Average pass percentage of Students during last five years** 2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years** Answer before DVV Verification: <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>111</td><td>66</td><td>57</td><td>85</td><td>1</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>111</td><td>66</td><td>57</td><td>85</td><td>0</td></tr></table> 2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years** Answer before DVV Verification: <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>140</td><td>130</td><td>115</td><td>127</td><td>1</td></tr></table> Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
140	130	115	127	1

Remark : DVV has given the 0 as report for 2016-17 has not shared by HEI.

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 : 20 Answer after DVV Verification: 4 Remark : DVV has made the changes as per average of teacher and students using library per day on (dates) as per SOP.
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** Answer before DVV Verification : A. All of the above Answer After DVV Verification: E. None of the above Remark : DVV has not consider shared unsigned report of skills enhancement initiatives by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.3	**Number of outgoing / final year students year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
148	135	133	134	1

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
140	130	115	127	1

2.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification:

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

| 98.90431 | 116.35 | 43.78536 | 40.87538 | 29.92696 |

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
30.79	11.35	20.37	15.32	19.80