SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

MADEENATHUL ULOOM ARABIC COLLEGE,PULIKKAL

MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL PULIKKAL POST
MALAPPURAM DISTRICT
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Madeenathul Uloom Arabic College was established in 1947 by Kerala Jamyyathul Ulama (the first organization of Muslim Scholars in Kerala). The College is the culmination of the relentless efforts of reformist Muslim scholars of the 20th Century. MCC Abdu Rahman Moulavi, great educationist and scholar in Islamic disciplines and Arabic language, was the pioneer among them. The ultimate goal envisioned was to empower the socially and educationally backward people hailing from the region, predominantly from the Muslim minority, with modern education and training given in a formal institutional ambiance.

The college was originally affiliated to the University of Madras on 3-08-1948 and was recognized by Kerala University on 15-06-1957. The college has been affiliated to the University of Calicut from 1968, ever since the commencement of the university. At present M.U.A. College is a full-fledged Post Graduate college offering M.A. Post Afzalul Ulama (Arabic), B.A programmes in Economics, Afzal ul ulama and Functional Arabic. The Post Graduate Department of Arabic has been upgraded as a Research Centre since June 2010. The college was included under the 2(f) & 12(B) Act of the UGC on 27/04/2010. The college is in the process of getting sanction from the university academic bodies to commence a PG programmme in MA Alternative Economics during the coming academic year.

The college has succeeded in realizing the objectives envisaged by K.J.U at its inception. The graduates who passed out from the college for the last 75 years are placed in responsible and prestigious position home and abroad. They also play a pivotal role in the society in the educational, cultural, social and religious scenario. The students imbibe the values of secularism and national integration from the inclusive college ambiance by way of curricular and non-curricular activities in the campus and they are committed to spread those values in the society.

Vision

- To grow as an excellent Higher Education Center specializing in oriental languages and disciplines that disseminates knowledge, skills and values catalyzing the upward social mobility of the minorities and marginalized sections of the society in the region.
- To nurture students with skills and competencies meeting international standards and to equip them for employment requirements globally.

Mission

- Impart quality education and training in the languages, humanities and other disciplines to equip the students with necessary knowledge and skills to take up responsible positions in the globalized employment market.
- Mould generations with exemplary leadership faculties deeply embedded in moral and spiritual values.
- Give access and opportunity to higher education for all sections of society, especially the marginalized

minorities and weaker sections.
- Provide education infrastructure enriched by tech tools and web resources keeping up with international standards.
- Inculcate secular, democratic and pluralistic values in students to make them responsible citizens contributing to national integrity and development.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Longstanding reputation and goodwill as a knowledge hub of Arabic and Oriental disciplines.
- Community oriented value education initiatives
- High percentage of Ph.D. qualified teaching faculty
- Affiliation of teachers with international Academic bodies and organizations
- Remarkable output in research
- Exclusive library building with rare collection of books, journals and manuscripts.
- A well-equipped computer lab with adequate number of computers
- Collaboration and MoUs with reputed institutions and companies
- Vibrant Alumni Association with members across the globe in varied capacities
- Highly supportive PTA
- Holistic student support and grievance redressal mechanism
- Free boarding for resident students and teachers
- Green and eco-friendly campus
- The proximity of the institution to the university campus, Calicut airport, Feroke and Calicut railway stations
- Well planned Community Outreach programmes with active involvement of students and teachers

Institutional Weakness

- Lack of a sustainable financial resource.
- Social and economic backwardness of the catchment area of the students.
- Lack of hostel facility for girls.
- Lack of adequate sports infrastructure.

Institutional Opportunity

- Develop as a knowledge hub in oriental languages and related disciplines by introducing new programmes.
- Expand the ambit of the placement cell of the college in collaboration with ALUMNI chapters.
- Engage in International linkages and collaboration in faculty and students exchange programs.
- Acquire autonomous status.
- Expand as a multi faculty institution.
- Introduce self-financed employment-oriented programmes.

Institutional Challenge

- Being a single faculty HEI, the college is not in a position to admit students from science and commerce stream.
- Lack of adequate number of permanent teachers proportionate to the number of students. The replacement of faculty members (temporary guest teachers) each year affects the continuity and flow of academic and non-academic activities.
- The strain in pooling resources for taking up development projects.
- Covid related economic constraints of students and parents.
- Digital divide. The catchment area of the institution is economically backward. Hence most of the students lack sophisticated accessories and connectivity.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has developed a system for effective curriculum delivery and implementation adhering to the curriculum and syllabus prescribed by the affiliating university. The IQAC, Academic Monitoring Committee, Departments, College Exam Board oversee and monitor the delivery and assessment system.

The main features of the curricular aspects of the college are as follows:

- The college offers three UG, one PG and a Ph.D. programme. All the programmes follow CBCS system.
- IQAC conducts regular meetings to plan, execute, and review the academic process.
- The college Academic Calendar, Master time table, Department level time table and the semester plan provide the blue print for the curriculum delivery process.
- Teachers of the college have due participation in university level Boards of Studies and Academic Council, evaluation and assessment process, question paper setting, and curriculum design and development.
- Induction Programme, Bridge Course and Exam Orientation are organized each year.
- Besides the curricular content, Add-on/Certificate programmes are also offered
- The college identifies slow and advanced learners by conducting an entry level test and plan activities catering to their diverse academic needs.
- At the beginning of each semester, modules are allotted to all teachers at the department meetings.
- The teachers maintain a teacher's diary to record the modus operandi of classroom interaction, teaching methods and tools, student assessment details etc.
- Teachers submit a semester plan at the beginning of the semester and syllabus completion report at the end of the semester to IQAC.
- All the teachers follow ICT enabled teaching methodology.
- The college has a transparent system for Continuous Internal Evaluation.
- A three-tier grievance redressal system is in force to find redressal to student's issues.
- Class level and institutional level PTA meetings are convened to apprise the parents of the progress of their wards.
- Field work, projects and internships are done by students to make their learning more effective and practical oriented.
- Students are sensitised regarding issues related to ethics, gender, human values, environment and

sustainability through planned curricular and co-curricular activities.
- Feedback on curriculum is collected from students, teachers, alumni and employers.
- Feedback analysis and action taken report is made available on website.

Teaching-learning and Evaluation

The salient features of the Teaching, Learning and Evaluation process practice in the college are summarized as follows:

- The enrolment of students is done through the single window system centrally administered by the university. Specific number of seats are earmarked for SC/ST, OBC and minority students.
- Slow learners and advanced learners are identified by an entry level test.
- Special programmes for advanced learners: Peer teaching, seminar presentations, meeting with eminent scholars, interaction with research scholars, doing online and MOOC courses etc.
- Special programmes for slow learners: foundation course, remedial coaching, Gurumugham, peer learning, student mentoring, intensive exam orientation etc.
- The student full time teacher ratio in the college is 20:1, Number of teachers with Ph. D 7 and average teaching experience of a teacher is 11.67 years.
- Student centric methods such as experiential learning, participatory learning and problem-solving methodologies are promoted.
- Experiential Learning: Field work, internship, industrial visit, assignments etc. help students learn from practical experience.
- Participative learning: Peer Learning, group assignments, manuscript magazine, classroom discussion and debates etc. are practiced.
- Problem Solving Methodologies: The student-controlled interest free banking system (Al-Mabarra), Madhuram confectionary Unit, and MUAC cafeteria and stationery are some of the problem-solving methodologies practiced.
- All teachers in the college use ICT tools in classroom. Overhead projector, visualizer, PPT presentations, Google classroom, Google Meet and Zoom, Online web resources, E journals and E books via Enlist etc. are some of the facilities.
- The college has a well-functioning mentoring system with a mentor mentee ratio 1:20
- The college has a transparent internal exam system. Two internal tests are conducted during a semester-one as a class test and the other centralized
- There is a three-tier grievance redressal mechanism- tutor level, department level and college level- to redress all exam related and other grievances.
- Programme outcomes, programme specific outcomes and course outcomes are displayed on website. The attainment of learning outcome is assessed by analysing the results, progression to higher education data, placement data and also by analysing the feedback from the stakeholders.
- The average pass percentage of the college in the last five years is 84.15

Research, Innovations and Extension

Madeenathul Uloom Arabic College has been striving for excellence by creating an academic ambiance conducive to knowledge creation and dissemination. The research culture of the institution has significantly improved in the last decade. The Institution works hard to encourage research aptitude and culture among students and teachers.

- The college has set up Research Monitoring and Advisory Committee (RMAC) and Research Assessment Committee (RAC) to promote the research culture and also conducted different workshops and seminars under RMAC.
- The teachers have published books, chapters in edited volumes, research papers in different journals and conference proceedings. Seven of our faculty members are research guides and 26 research scholars are currently pursuing Ph.D.
- Research projects are undertaken by teachers of both Arabic and Economics department funded by non-governmental organizations.
- The IPR cell takes initiative to protect the copy right of research activities in the college and create awareness about intellectual property rights through seminars and conferences.
- The college ED Club makes meaningful interventions to promote entrepreneurial ventures among students.
- The college has various clubs and forums like NSS, WDC, Students Initiative in Palliative and ED Club. Various extension and outreach programs were conducted in collaboration with various organizations.
- The college has received 25 awards from various institutions for extension activities. Abhayam, Koode and Solace are some of the major extension activities by NSS units.
- The college has signed 52 MoUs with various institutions and other recognized bodies to facilitate knowledge exchange and for outreach activities.

Infrastructure and Learning Resources

Major physical and other infrastructure facilities in the college to facilitate effective teaching-learning process in the institution are as follows;

- **The built-up infrastructure** of the college comprises 8 buildings: Two Academic blocks, Administration block, Library building, College hostel, cafeteria and storeroom, bathroom complex and Campus Masjid.
- **Classrooms:** There are 11 spacious classrooms. All the classrooms are ICT enabled with projectors and LCD screen with network connection to integrate technology in the teaching learning process.
- The college has well equipped Seminar Hall, Research Centre, Auditorium and Informatics Centre.
- The Informatics Centre provides 50 computers with internet connectivity.
- There are 73 computers in the campus for both students use and administrative use. Student-computer ratio of the College is 7:1
- College Library is partially automated with ILMS and has an adequate collection of text and reference books. Subscription to N-LIST provides access to e-journals and e-books to the students and faculty. The OPAC facility enables users to search online and locate books and other materials available in the library.
- A Network Resource Centre functions as part of the library to ensure easy access to e-resources. Institution is frequently updates its IT facilities including Wi-Fi and LAN.
- College has adequate facilities for cultural activities, sports and games. The physical and infrastructure facilities in the College includes Skill Development Centre, Physical Education Room, Fitness Centre, Yoga Centre, Counselling Room, Recreation Room for Girls, Common Room for Ladies, Bio-diversity Park, Hostel facility for boys, Cricket Practicing Net, Volleyball Court, Shuttle Badminton Court, Table Tennis Court, Cafeteria and Campus Masjid.
- The Campus is disabled friendly with adequate facilities such as disabled-friendly toilet, wheelchair ramps and learning resources.

- The Institution has required number of toilet facilities and purified drinking water facilities for all students and staff.
- The institution spends a substantial amount for infrastructure augmentation and maintenance and purchase of books every year.
- The institution has developed an established system and procedures for proper maintenance and optimum utilization of physical, academic and non-academic facilities in the campus.

Student Support and Progression

The College is committed to provide support in academics, skill acquisition, capacity building, career hunting and placement. An effective tutorial system, catering to the needs of the advanced, slow and average learners is practiced.

- 80 % of students avail scholarship funded by state and central government including fisheries scholarship. Besides these the institution extends freeships and scholarships to deserving students identified by the mentors.
- The college has a vibrant career guidance cell that organises competency enhancement programs like coaching for JRF, NET, SET, K-Tet, Kerala PSC and UPSC examinations. An average of 62.66% students have qualified the state and national level examinations during the last five years. An average of100 per cent of the outgoing students got admission in reputed higher education institutions during the last five years.
- The students' union and other student bodies such as NSS, Bhoomithra Sena , various students' clubs have organised 120 sports and cultural events in the last five years ensuring students participation.
- The college follows a student centric approach and ensures student participation and engagement in all curricular, co-curricular and extra-curricular activities. Students' union,NSS,WDC, Bhoomithra Sena,Language clubs etc. are some of the organisations in the campus run by students. IQAC and other statutory bodies also involve students in decision making and implementation.
- A three-tier grievance redressal system- tutor level, department level and college level- is practised. The Internal Complaint Committee, Anti- Ragging Cell, Anti Narcotic Cell, Anti- Sexual Harassment Cell etc. also function as grievance redressal mechanism, where specific instances of violations can be reported and found redressal. A transparent mechanism for submitting grievance online and offline is followed
- The college has a very active Alumni association registered under Societies Act. The association functions as a principal supporting agency to students in career, placement, and skill development activities. The financial contribution extended by the association is invaluable. Alumni contribution to the construction of the hostel annexe amounts to more than Rs. 40,00000/.

Governance, Leadership and Management

The college is a Govt. aided HEI affiliated to university of Calicut. It has a well-defined structure for effective governance. The vision and mission of the college is manifest in the mode and procedure of governance. The salient features of the governance, leadership and management are summarized below.

- The different statutory bodies formulate policies, regulations & guidelines to ensure the success of the vision and mission of the college. The governing body represented by the Correspondent works in union with Principal to regulate and maintain a cordial and scholastic environment.

- The principal delegates powers to the Heads of Departments, Co-Ordinator's, Conveners and the staff members of various Committees and Clubs, with a view to decentralize the works to lead the college towards fulfilling its objectives.
- The college promotes a culture of participative and decentralized management strategy in planning and execution. A number of committees have been constituted which are competent enough to formulate and execute plans and evaluate the outcome.
- The College Development Committee has designed a comprehensive plan under academic, administrative and Infrastructure as part of the college development strategy.
- In compliance with NAAC regulations, IQAC has been functioning in the college as a quality sustenance mechanism and it holds regular meetings for effective planning and implementation of institutional policies.
- IQAC has initiated various ICT centered Professional Development and Administrative Training Programmes with a view to upskill teachers and enhance their level of performance.
- Effective welfare measures for the staff are implemented by the college through Staff Club and other bodies.
- The institution has performance appraisal system for both teaching and non -teaching staff by taking feedback from students, by self-appraisal system, Academic Monitoring System and Teacher's Diary.
- The Institution has a well-defined mechanism for its internal and external audit regularly in order to ensure transparency and probity in all financial activities.
- The college management mobilizes funds through various channels to meet the expenses incurred towards the maintenance of infrastructure and the running of the college. The Institution makes efforts to mobilize additional financial resources for infrastructure development and other activities.
- The IQAC of the college is involved in drawing the quality policies for Teaching-Learning, Research, Curriculum planning and implementation and all the extracurricular and co-curricular activities. IQAC ensures to keep up the quality benchmarks in the college by sensitizing different stakeholders like the Alumni, parents, Management, students and teachers on different aspects of growth and development.

Institutional Values and Best Practices

The college has a well-defined vision, mission and core values. The values of gender equity, inclusiveness, disabled friendliness, energy and water conservation, green protocol etc. are encouraged and fostered through pre-planned strategies and activities.

- **Gender Equity**: Statutory bodies like Anti-women harassment committee, Anti-ragging cell, Grievance Redressal Cell, Internal Complaint Committee, Women Development Cell etc. are constituted to ensure gender justice, security and empowerment.
- **Waste Management**: The college has effective mechanism for the treatment and management of solid, liquid and e- wastes.
- **Alternative Sources of Energy**: Solar Panels, Bio-gas plant, Sensor-based energy conservation, LED bulbs etc. are installed in the campus to supplement the energy requirement.
- **Water conservation**: Measures are taken to reduce the wastage of water. Tanks, diverting waste water to gardens, hydroponic farming, rainwater harvesting, rain pits etc. are some of the measures taken for effective water conservation.
- **Green Protocol and Landscaping**: The college has policy to keep the campus clean, green and salubrious. The campus is green with fruit bearing trees, flower plants, medicinal plants and other trees, herbs and bushes. A bio diversity park is maintained in the campus growing a variety of trees and plants.

- **Green Audit, Environment Audit and Energy Audit**: The campus is kept pollution free by restricting the entry of automobiles. The college undergoes green audit, environment audit and energy audit regularly.
- **Disabled Friendliness:** Ramps, signposts, screen reading software, scribe support, human assistance, and disabled friendly washrooms are made available.
- **Constitutional Values**: Awareness on constitutional values is given to students through classroom instruction, activities, observance of days of national importance etc.
- **Human values**: The college inculcates human values through various activities of NSS like flood relief, Abhayam (home for homeless), pain and palliative activities, visit to the nearby institutions of differently abled etc.
- **Code of ethics**: The college has a prescribed code of conduct and ethics.
- **Best Practices:** The two highlighted best practices in the college are

1. Al-Mabarra (A student initiative of Alternative Banking)
2. EPIC (Emotional Parenting and Integrative Counselling)

- **Institutional Distinctiveness:** Exploring Arabic as a tool for social change, national integration, global outlook, diplomacy and employability.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MADEENATHUL ULOOM ARABIC COLLEGE,PULIKKAL
Address	MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL PULIKKAL POST MALAPPURAM DISTRICT
City	PULIKKAL
State	Kerala
Pin	673637
Website	www.muacollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sayyid Muhammed Shakir	0483-2791048	9847483563	-	muacollege@gmail.com
IQAC / CIQA coordinator	Abdu Rasheed	-	9744308505	-	rashiedkp@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

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

Establishment Details	
Date of establishment of the college	11-07-1947

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

State	University name	Document
Kerala	University Of Calicut	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	27-04-2010	View Document
12B of UGC	27-04-2010	View Document

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

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

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

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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	MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL PULIKKAL POST MALAPPURAM DISTRICT	Rural	4.49	4271.54

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Arabic	36	Plus Two	English	50	44
UG	BA,Arabic	36	Plus Two	English	60	58
UG	BA,Economics	36	Plus Two	English	50	46
PG	MA,Arabic	24	UG	English	30	26
Doctoral (Ph.D)	PhD or DPhil,Arabic	36	PG	English	10	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				1				4				16
Recruited	1	0	0	1	4	0	0	4	16	0	0	16
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				1
Recruited	0	0	0	0	0	0	0	0	1	0	0	1
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7
Recruited	6	1	0	7
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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 Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	0	0	3	0	0	8
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	1	0	0	4	0	0	5	0	0	10
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	9	3	0	12
UG	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/DM/M CH	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
UG	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	53	0	0	0	53
	Female	95	0	0	0	95
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	16	0	0	0	16
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	10	0	0	0	10
	Female	0	0	0	0	0
	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	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	1	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	12	17	12	12
	Female	23	19	19	15
	Others	0	0	0	0
General	Male	35	37	37	24
	Female	67	43	36	42
	Others	0	0	0	0
Others	Male	18	16	23	13
	Female	19	17	8	12
	Others	0	0	0	0
Total		174	149	136	118

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Madeenathul Uloom Arabic College has strived for a multidisciplinary approach in its academic as well as co-curricular activities as per the guidelines of the NEP 2020. Though the focus of the college is on Oriental Languages and Culture, it has commenced a UG programme in Economics in the aided stream in 2015. The government of Kerala has sanctioned to introduce a new PG programme in Alternative Economics from the academic year 2022-23 onwards. The College is offering many Certificate and add-on courses in different areas such as Open Office, Gender Economics, Sustainable Development, Islamic Finance and language &communication skills. The curriculum of UG and PG programmes

	follow Choice Based Credit and Semester System (CBCSS) as prescribed by the University. All students in the college have to do mandatory project work for the successful completion of the programme. The students are encouraged to do their projects from different areas and disciplines. The students have to choose a course offered by another department as their Open Course and it is mandatory to successful completion of their UG degree. The college is planning to introduce many new courses from different discipline in future to make the transform into a multidisciplinary institution as proposed by NEP 2020, provided the Government and the affiliating University accord sanction.
2. Academic bank of credits (ABC):	Since the college is an affiliated HEI, it is not eligible to register for academic bank of credit. However, students of the college are promoted to do online MOOC under SWAYAM and other online platforms. However, we plan to encourage students to do more online courses through open access portals like SWAYAM, NPTEL and other platforms from next academic year onwards.
3. Skill development:	The college has incorporated skill components in its curricular and extra-curricular activities. Skill Development Centre and Madeenathul Uloom Skill Acquisition Programme (MASAP) provide skill-oriented workshops and training programs for students. The College has an active Entrepreneurship Development (ED) Club to promote entrepreneurial skills among students. The college has plan to provide continuing vocational training for students under Skill Development Centre in collaboration with Women Development Cell (WDC) in the future with an objective to enhance their employability in the job market. The College has a well-equipped Informatics Centre and language lab to provide training in computer and IT skills and in communication. Besides these, it is mandatory for all students to study at least six common courses which deal with communication skills as part of their university syllabus.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College is committed to impart value-based education to students by incorporating the language, culture and tradition of the nation. Besides integrating our culture and tradition in all its extra-curricular activities and programmes, the college is

	offering certificate courses through offline and online mode with Indian writings, culture, economy, gender issues and environment as course content. The BA program contains courses dealing with Indian History, Literature, Constitution and Heritage that helps promote civic consciousness, nationalism and patriotism among students. Indian Writings in English and translation of various works in regional languages are taught as part of Common Course for BA Students. For BA Economics students, there is a course namely "Indian Economic Thought" which contain Early Indian Economic thought, Economics of Chanakya's Arthashastra, Swadeshi Movement, Economic ideas of Dadabhay Naorojee, Gopal Krishna Gokhale, Dr. B. R. Ambedkar and Mahathma Gandhi. The college shows keen Interest to observe days of national importance such as Independence Day, National Constitution Day, International Yoga Day etc. A Yoga Centre is arranged in the campus for those who want to practice yoga. We plan to offer more add-on programmes related to Indian Culture and Tradition in the coming years as per the guidelines of the NEP.
5. Focus on Outcome based education (OBE):	The Programme Outcome and Course Outcomes are well defined and explained in the syllabi of all courses and programmes and they are shared with students through the college website. The college has a system for outcome mapping and result analysis. The placement and progression data of outgoing students and the feedback received from stakeholders are assessed as evidence of outcome attainment.
6. Distance education/online education:	During the Pandemic (COVID-19), the college shifted to online mode of teaching and offered many Online Certificate Courses. Considering the importance of Technology-enabled learning, especially in the post pandemic scenario, the college is keen to enhance technology to facilitate Online education and learning. As an affiliated institution, its scope to design and offer distance education and courses is very limited. However, faculty and students are encouraged to do online courses through different MOOC platforms such as SWAYAM-NPTEL, COURSERA etc.

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
104	104	104	104	82

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
5	5	5	5	5

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
415	332	268	214	161

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
114	108	120	78	78

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
117	86	58	45	30

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
22	23	23	23	19

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
22	23	23	23	19

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 12

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
12.91	22.37	22.50	19.66	22.33

4.3

Number of Computers

Response: 73

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The curriculum of all programmes and syllabi of each course is designed by the affiliating university. The College has a well-planned, structured and documented mechanism for the effective implementation of the curriculum in tune with the mission and vision of the college. The plan and strategies for effective curriculum delivery and implementation are discussed and drawn at the department level. The Academic Monitoring Cell prepares the academic calendar for the year specifying the dates of commencement and end of the semester, internal tests, publication of results, grievance redressal etc. The timetable committee prepares the Master Timetable before the commencement of the academic year.

The major initiatives of the College in this regard include the following:

- The department level meeting decides the allocation of modules to faculty members as per the credits prescribed for each course.
- A printed copy of the college calendar is made available to each student at the beginning of the academic year.
- IQAC conducts regular meetings to review the curriculum implementation process and collects reports from the faculty members.
- Class PTA meetings are convened at regular intervals to discuss the performance and progress of students.
- All the departments maintain a question bank of previous years and make available to students for reference.
- Examination Orientation Classes at department level to groom students to attend the examination with confidence.
- Modern teaching – learning tech tools and resources are employed for effective content delivery.
- The Exam Board of the college conducts centralized internal test once in a semester and after which department level Parents Teachers Meeting is conducted.
- Internal exams and other provisions for the calculation of internal marks are objective and transparent, and the scores are displayed on the notice board. After settling the grievances, if any, these internal marks are later uploaded in the University website as and when they demand the College to do so.
- Each department conducts bridge courses to overcome the learning barriers of newly joined students.
- Slow Learners and Advanced Learners are identified by conducting Entry Level Tests and special trainings are given to them.
- Modern and emerging areas in the curriculum are explored by arranging expert lectures.
- The College has a well-functioning library supported with KOHA integrated Library Management

software. The library has subscribed to N-List of INFLIBNET that gives access to e-books, e-journals, and e-resources.

- Every department offers ample number of seminars – International, National and Institutional – which are pertinent to their area of study.
- The College has a well-organized three-tier grievance redressal mechanism wherein the students can seek to redress their grievances at tutor level/department level or college level Grievance Redressal Cell.
- Teachers' Diary: Each teacher maintains a diary documenting the details of curriculum delivery, assessment procedures, tech tools and web resources used etc.
- Induction Programme for the newly admitted students conducted by IQAC in order to orientate them about the core values of the institution, code of conduct, syllabi, internal and external exam system etc.

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

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

Response:

The college adheres to academic calendar provided by the University for planning the academic activities including the conduct of continuous internal evaluation. The academic calendar includes the dates of commencement and completion of syllabus, schedules of internal exams etc. It specifies tentative dates of end of semester external exams and viva-voce. Relying on the academic calendar provided by the university, the college level Academic monitoring committee prepares an academic calendar specifying the dates of internal tests, publication of results etc. Grievances regarding internal marks awarded can be discussed with the class tutor, department head or college level Grievance Redressal Cell within one week after the publication of the internal marks. Co-curricular activities such as discussions, debates, expert lectures are also planned department wise. The teachers prepare teaching plans according to the academic calendar of the college and the guidelines from the University.

The schedule of external examination as notified in University Website is displayed on notice board for students. In case of any changes in the University schedule, it is communicated to the students well in advance. The college follows the following procedure to ensure adherence to the academic calendar.

- Academic Monitoring Committee prepares the Academic Calendar in accordance with the academic calendar provided by the university. The Academic calendar is published in the Students' Handbook.
- The Timetable committee prepares the timetable as per the syllabi approved by the BOS for the number of credit hours for each subject prior to the commencement of the semester. Time table is displayed on the notice board.
- The performance of the students is assessed on a continuous basis by conducting two internal exams as per the University norms per semester where the average is taken of both.

- In addition to the tests, assignments, seminars and project work are given to students for assessment purpose. After finishing the assignments, seminar and project, the students are given opportunity to discuss with the teacher for feedback. Finally, the internal marks are awarded based on strict criteria as given in the syllabi. The internal marks awarded are displayed on the college notice board. The students can approach the three-tier grievance redressal mechanism to redress grievances if any.

Regular monitoring is done by the IQAC. The principal conducts review meetings on curricular and extra-curricular activities on a regular basis to ensure effective implementation and progress of all the activities in the academic calendar. Based on these review meetings some changes in schedules of activities are made if required.

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

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
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: 5

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: 24

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
6	7	5	3	3

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: 89.85

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
342	300	235	194	158

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:

As an affiliated HEI, the college follows the curriculum designed by the University. The BOS and Academic Council of the university has incorporated issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics in the syllabi. By way of effective curriculum delivery, the College ensures that the student community is enlightened with social, moral, and ethical values, which, of course are in tune with the vision, mission and core values of the college.

The college addresses to integrate these cross-cutting issues by way of curriculum delivery and by conducting programmes and events with student participation with a view to cultivate these cherished values in them.

1. Courses in the syllabi which address the issues of Gender, Environment and Sustainability, Human Values and Professional Ethics.

A Number of courses and the syllabi of the UG programmes provide scope for the discussion of the issues of gender, environment and sustainability, human values and Professional Ethics. A brief description of the courses with a focus on the issues being discussed are furnished below.

Human Values and Professional Ethics: 27 Courses

Professional Ethics: 11Courses

Environment and Sustainability: 14Courses

Gender: 3Courses

2. Programmes and events conducted by the college to integrate these cross-cutting issues into the curriculum

Apart from these courses in the syllabi, various programmes are organized in the college by NSS and WDC to sensitize students regarding issues of Gender, Environment and Human values. Following are a slew of activities carried out by the college.

Women Development Cell (WDC)

1. Premarital Workshop for Boys and Girls in collaboration with COACHING CENTRE FOR MINORITY YOUTHS, VENGARA Under the Department of Minority Welfare, Government of Kerala)
2. Rejuvenate the Self- Women Empowerment Pragramme
3. Food Fest
4. Learn to Earn: Skill Development Programme in Apparel making & Cake Making
5. International Women's Day Programmes

National Service Scheme (NSS)

1. Environmental Enrichment Programme
2. No of plantation Programmes Conducted – 2
3. No of Saplings Planted – 100
4. No Environmental Awareness Programmes Conducted - 2

Programs to Promote Human Values

1. Pain & Palliative Day Care extension –75% of volunteers participated in day care service (4 students a day)
2. Implementation of "Koode"- Collected one year's rent for flood affected homeless family
3. Flood relief handover (Puthumala)
4. Students visit at Ability Foundation for the disabled
5. Students' collaboration with GIFB, institution for the blind
6. Student Mentoring for the inmates of Madeenathul Uloom Orphanage. (EPIC)
7. Psychological Rehabilitation of the Flood Victims- NSS Camp at Puthumala.

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: 3.56

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
4	4	4	4	2

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: 25.78

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

Response: 107

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: 80.93

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

2020-21	2019-20	2018-19	2017-18	2016-17
174	149	136	118	93

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

2020-21	2019-20	2018-19	2017-18	2016-17
190	180	200	130	130

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: 67.18

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
95	81	70	51	42

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

2.2 Catering to Student Diversity

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

Response:

The college has evolved a well-defined strategy to identify the learning levels, capacities and potentials of students admitted to the college and to give them support and resources to enhance the capabilities. The strategy plan comprises the following activities.

- **Entry level test to identify weak, average and advanced level learners**: Conducted by the College Exam Board in the second or third week after the first-year classes commence. The test results are analyzed and students categorized as follows: 70% and above-Advanced learners, below 40%- Slow learners, 40% to 69%- Average learners.
- **Induction programme for newly enrolled students**: Organized department wise in order to orientate the new students regarding the programme structure, syllabi, college learning resources, core values, assessment patterns etc.

- **Bridge courses**: Conducted subject-wise by the teachers concerned. The course facilitates the students to overcome the hurdles of transition from secondary to tertiary level.

Special Programmes for Advanced Learners

- **Peer Teaching:** Teaching peers under the guidance and supervision of teachers helps to enhance their confidence level and improve presentation skills.
- **Seminar presentations & Group discussions** facilitates the students to attend department level, college level and inter collegiate level seminars, workshops and group discussions which help them hone their soft skills and update their knowledge.
- **Interactive Session with Research Scholars** helps the students to acquaint with research topics, methodology, thesis writing procedure etc. They also attend Ph.D. open defense, seminars and workshop meant for research scholars.
- **Rendezvous with Eminent Persons and Scholars** gives students opportunity to assimilate first-hand knowledge and expertise.
- **Introducing MOOC & Online Courses:** Introduce platforms and encourage students to do MOOC and online courses offered by national and international universities.

Special Programmes for Slow Learners.

- **Foundation courses and remedial classes:** Slow learners are given special foundation course in all subjects. Outcome is assessed after the course and necessary support is given by teachers and peers at Advanced level.
- **Remedial Coaching** classes are also conducted for weak students after internal assessments.

Other Activities

- **Department level and college level groups such as students' clubs, associations.** The activities of the Economics Association, Arabic Association, English Club, Arabic Club, Entrepreneurship Development Club and Al Mabarra cater to the enhancement of students' learning experiences and skill development.
- **Student mentoring system:** The learning disabilities and other problems related to learning are discussed at mentor mentee meetings and the mentor gives guidance and practical solutions to the problems.
- **Intensive Exam Orientation Programmes:** Subject-wise intensive exam orientation programmes are conducted. Students get practical tips and inputs to attend the exam confidently.
- **Career coaching for competitive tests and examinations**
- **Add on certificate courses** are conducted by departments to upskill students in subject related areas.
- **Gurumugham programme** makes the teacher available to students from 4pm to 5pm at the teacher's office for clearing doubts and seeking guidance and support. They are available online during off days too.

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 college promotes student centric methods in the teaching learning process. All the academic and nonacademic activities in the college are planned and implemented giving focus to students' needs and requirements.

Experiential Learning: Since experiential learning involves learning from experience followed by reflection to develop new skills, attitudes and ways of thinking, the college provides ample opportunities in this line. The initiatives in experiential learning are listed below:

- **Field Projects**: By doing field work for the mandatory project in the syllabus, the students not only get a deeper understanding of the subject, but also gain hands-on practical experience of the topic in question.

- **Document Translation Assistance**: The institution receives assignments for translation of travel and other documents from Arabic to English, English to Arabic and Malayalam to Arabic from travel agencies, tour operators and individuals. With the guidance and supervision of teachers, students from Arabic Department undertake the task.
- **Hospitality Services:** College has functional MoU s with Health Care institutions and Tour operating companies, having foreign nationals especially from the Arab speaking Gulf region as clients. The students from the college visit such institution to engage in hospitality service. The practice is beneficial to students as they get opportunity to interact with native speakers and thereby improve their communication skill.
- **Participative Peer Learning** is a practice prevalent in the college since its establishment. This practice is applied in classrooms and outside. Students learn from each other. Advanced level learners can assist slow learners to catch up and keep abreast of the class.

- **College hostel** provides students the opportunity for team learning.
- **Library** with adequate resources in print and digital format provides an ambience for self-learning.
- **Classroom Discussions and Debates** facilitates participative and collaborative learning.
- **Periodic Assignments** help students improve their intellectual, creative and research faculties.
- **Manuscript and Digital Magazines** published periodically by English & Arabic Clubs serve as a platform where students can give expression to their creativity.

Problem Solving Methodologies.

- **Al-Mabarra** is a practical model of interest free financial system started in the year 2015. The system mainly aims to provide financial assistance to poor and needy students to support them to overcome financial constraints.
- **MUAC Cafeteria** is an undertaking of students where hot and cool drinks and refreshments are served. A book store and stationery also functions along with it.
- **'Madhuram'-Confectionary production unit** is a joint venture by IQAC and WDC. Selected and interested students (girls only) are given training in cake making, snack making, biscuit making etc. They work together as a production unit. The college cafeteria buys and markets the items produces by the unit. Food Fests are also organized to display and sell the items produced.

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:

All teachers in the college are aware of the efficacy of ICT enabled tools for effective teaching-learning process. The ICT facilities in the institution availed by teachers and students are listed below.

ICT enabled classrooms: All the 11 classrooms in the college are ICT enabled with Projectors. The Informatics Centre has an Promethean Active Board facility. The ICT based teaching aids available for teacher use include LCD projector, Visualizer, Pointer, Educational YouTube Channels and PowerPoint presentations. By using these tech tools, teachers seek to enhance the motivation of the students, and to ensure quick learning and retention.

- ICT tools and resources are also used by students while doing presentations and seminars.
- The college library provides access to electronic resource like N-List of INFLIBNET, Directory of Open Access journals, Shod Ganga-(Repository of E-Theses, Makthabathushamila (Offline Database) etc. Library software Koha, Library Blog, Network Resource Center etc. facilitate the users in the information retrieval process.

- Seminar hall is equipped with multimedia facilities. Invited talks and workshops are conducted in seminar hall using ICT facilities.

ICT Tools and Resources Available in the college include:

1. Computers
2. Laptops
3. Good internet connectivity with Wi-Fi
4. Visualizer
5. Informatics cum Language Lab
6. Well-equipped ICT Centre
7. Multimedia Podium
8. Pointer for Presentation
9. Zoom Platform / Google Meet (using for virtual class especially during pandemic period, conference and meetings)
10. Google Classrooms for online examination and assignment submission
11. Kahoot and Quizizz for online quizzes.
12. Students and Teachers are introduced to MOOC (Massive online open Course) platforms such as Coursera, Udemy, Swayam and other online platforms.
13. Digital question bank includes question papers of university exams, competitive exams with links shared via WhatsApp and Website.
14. Google forms for internal exams.
15. Institutional YouTube Channel for broadcasting educational programs.
16. Subject wise WhatsApp groups and Telegram Channel for sharing study materials and clearing doubts.
17. Departmental Blogs for broadcasting video lessons of teachers and creative works of the students.
18. Students and teachers can access MOOCs (Massive online open course) and other e-resources related to teaching- learning from the tab (E-Learning Center" in the college website.
19. Use of Apps like Pixel Lab and Adobe Spark for designing

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: 19:1

2.3.3.1 Number of mentors

Response: 22

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: 31.75

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
10	8	7	5	5

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: 11.27

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

Response: 248

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

2.5 Evaluation Process and Reforms

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

Response:

The college follows a systematic method for the Continuous Internal Assessment in order to complete the evaluation process time bound, and has developed a specific pattern of assessment practice in tune with the framework of the University.

Internal Exam: Two internal examinations are conducted in each semester. The first test is conducted by the tutors concerned class wise one month after commencing the classes. The second is a centralized test conducted towards the end of the semester in the pattern of the end of semester external exam by the MUAC Exam Board. After valuing the answer scripts diligently, the tutors give them back to students with comments and feedback. The scores received in the two tests are entered in the tutors' book and the teacher's diary. The score thus received is converted to respective weightage for internal tests as per the internal assessment framework provided by the university.

Seminar & Presentation: Seminars on relevant topics related to the course are conducted class-wise and also at department level. A panel of observers evaluate the presentation at department level. The average of the marks awarded by observers is recorded in the tutors' book and teachers' diary. The score is converted to the prescribed weightage for seminar as per the assessment framework.

Assignment: Tutors give assignments to students to be submitted in the stipulated time. Assignments are evaluated by the tutors and marks awarded based on the content and quality and the feedback discussed with students. The score is entered in tutors' book and teacher's diary and converted to corresponding weightage as per university internal assessment framework.

Classroom Quiz & Online Test: Teachers also conduct classroom quiz and short online test as part of continuous assessment.

Attendance: The college has a systematic way to track the attendance of the students to encourage their better involvement in the academic and non-academic performance. The attendance is marked by the tutors concerned in the class register. The attendance summary is published monthly on the college notice board, and the students are given opportunity to redress grievances if any. Scores are given to students based on the percentage of attendance and teachers' assessment of their classroom performance.

Measures to ensure transparency:

- Internal exam dates are communicated to students in advance.
- Students given opportunity to redress grievances.
- Assignments and Seminar presentations are evaluated based on clearly defined rubrics.
- Attendance summary published monthly on college notice board.
- All grievances related to attendance and internal marks are favourbly considered.
- Final Internal marks communicated to students before uploading to the university website.

Institutional Practices to keep the mechanism robust.

- Tentative schedule of internal exams given in the college calendar.
- Parents' meeting held to discuss the results of their wards after the centralized test.
- Marks recorded in tutor's books.
- Centralized internal test conducted in the format and ambience of external exam.
- Three-tier Grievances Redressal System. The grievance redressal policy of the college is student friendly. Time bound redressal of grievances without bias or prejudice is emphasized.

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

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

Response:

The college has a very effective and transparent mechanism to redress the grievances related to internal/external examinations. The Academic activities including the assessment procedure are regularly monitored by the Academic Monitoring Committee. The assessment process is well defined and transparent.

The college conducts two internal tests (one class wise and one centralized) in each semester apart from the seminars, assignments and other tasks assigned to students by the teacher for the purpose of formative assessment. Towards the end of the semester the summative assessment marks awarded, abiding by well specified criteria will be displayed on college notice board.

Grievance Redressal Mechanism: There exists a three-tier grievance redressal system in the college-tutor level, department level and college level. Students can first approach the tutors concerned to discuss the internal assessment scores being awarded to them for assignment, seminar, internal tests etc. Most of the complaints are resolved by the tutors. Errors or underscores can be corrected by the teacher concerned. The teachers are advised to be student friendly and to respond positively and leniently to students' grievances. They have to entertain students with an open mind and have to convince the students that the marks are awarded objectively by following stipulated criteria. In case the grievance persists even after the discussion with the teacher, aggrieved students can formally lodge a complaint with the department level grievance redressal committee comprising the head of the department and two senior faculty members. The department redressal committee will meet to review the marks of the complainant after revisiting the teacher's academic file. The committee will take a decision regarding the grievance and the same will be intimated to the student. If the student is further dissatisfied by the department level decision, he or she can approach the college level grievance redressal cell and seek to get relief. The decision of the college level grievance redressal committee is final.

External Essam related grievances: The college Exam Board is responsible for the conduct of external exam. Any grievances or complaints regarding physical facilities, invigilators etc. can be communicated to the Chief Superintendent of Examination. The college level grievance redressal committee also can be approached.

Complaints regarding valuation, out of syllabus questions etc. are to be addressed to the university exam grievance redressal cell as per the university regulations. There is provision to apply for revaluation and if necessary, to see the answer papers and verify that marking is done justly and properly.

Measures taken to ensure transparency and efficiency:

- Prescribed forms for lodging complaints can be downloaded from the website.
- Students can communicate their grievance to teachers even via informal channels such as WhatsApp messages, mobile text messages, phone call etc. or by face-to-face communication.
- The grievance redressal policy mandates that all grievances related to exam should be decided in favor of students in a time bound manner.
- The final internal assessment marks are published before uploading to the university website.

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:

Outcome Based Education emphasizes the end performance or goals to be achieved by the learners and the whole teaching learning process is to be evaluated based on whether it leads to the attainment of the said outcomes. The college is well aware of this concept and prepares students accordingly. The Programme Outcomes (PO), Programme Specific Outcomes (PSO) and the Course Outcomes (CO) are displayed on the website as it is visible to all the stakeholders concerned.

- The programme outcome and course outcomes are given in the syllabi provided by the university.
- Programme Specific Outcomes are identified and stated by the Department level committee in accordance with the vision and mission of the institution.
- In cases where the programme outcome is not specified in the university syllabus, the department level committee identifies the programme outcomes.
- The course outcome and programme specific outcomes also are identified in the same manner.

In order to communicate the POs, PSOs and COs to teachers and students transparently the following steps are taken.

- A department wise presentation on syllabus awareness is conducted at the beginning of the academic year and it is made mandatory that all teachers attend the workshop.
- The students and parents are advised about the POs and PSOs at the time of admission and the students are given necessary directions on choosing the right programme.
- After the admission process is complete a department level induction programme is organized to apprise students of the POs, PSOs and Cos.
- The teachers apprise the students in the classroom about the aims and objectives of each course and the internal tests, quizzes and other assignments given to students are planned and administered with a view to test the accomplishment of the outcomes of each course.
- The students are provided opportunities for industrial visits and to learn about the requirements of the industry, and to introspect whether they have attained the specific requirements or outcomes.
- Student Feedback, Alumni feedback and Employer feedback reflect the extent of achievement of learning outcomes by the stakeholders.

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

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

Response:

The programe outcome indicates the knowledge, skills, attitudes, competencies and expertise a graduate will possess after completion of the programme. Programme specific outcome is what the students should be able to do at the time of graduation. Course outcome are narrower statements that describe what students expected to know, and be able to do at the end of each course/subject. While the programme outcome is defined by the university, programme specific outcome and course outcome are defined by the Department and the subject experts concerned.

The POs, PSOs and Cos are evaluated by the college following a systematic procedure.

- The final result of the university examination after completing the programme is analyzed by the Result Analysis Wing instituted for the purpose.
- The grade points or scores secured by each student is documented and the feedback is discussed with the students and parents. Necessary advice and counseling are given to students for pursuing higher studies and applying for placements.
- A committee of subject experts with the head of the department as chairman defines the programme specific outcomes of all the programmes offered by the department. The same committee prepares standardized tools to examine whether the students have achieved the programme specific outcomes.
- Assignments, tutorials, peer teaching, online materials etc. are given to under achievers to make up for the lacuna in their learning process.
- The internal tests, seminars, projects etc. undertaken by the students are also evaluated in tune with the course outcomes and if the students are found falling short of the required outcome, necessary remedial measures are chalked out and administered by the teacher concerned in consultation with the peer members of the department.
- The placement details of the students are documented properly with details of the nature of their job in the industry, and add on courses and certificate programmes are planned accordingly to upskill students as per industry requirement.
- The student's mobility to higher education is also documented and ascertained that the specific programme oucomes attained by the students have facilitated them in the process.
- Feedback from Students, Alumni & Employers is genuine evidence to assess the POs, PSOs and Cos. Customized feedback form is prepared by the IQAC and forwarded to the stakeholders and the feedback forms are collected and analyzed by the IQAC team. This feedback is very useful for the teachers to revisit the effectiveness of their teaching methodologies, techniques and strategies.

The implication of the feedback is discussed department wise and recommendations regarding changes in

curriculum implementation are submitted to the IQAC.

File Description	Document
Upload any additional information	<u>View Document</u>
Paste link for Additional information	<u>View Document</u>

2.6.3 Average pass percentage of Students during last five years

Response: 84.15

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
74	73	55	41	26

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
117	86	58	45	30

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.86

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.3

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	0.10	0.10	0	0.10

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

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

Response: 31.82

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

Response: 7

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: 30

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	1	1	0	1

3.1.3.2 Number of departments offering academic programes

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

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

3.2 Innovation Ecosystem

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

Response:

The college promotes innovative approaches in teaching-learning process to enhance the quality of the process of knowledge generation and dissemination. It has developed a scholar friendly eco-system recognising the need to foster creative and innovative thinking and approach among the new generation learners and faculty members.

- **Research Legacy:** The College has a strong legacy of research activities and knowledge generation since its inception in 1947. The faculty members and alumni of the college have made immense and invaluable contribution to the fund of knowledge in various disciplines by authoring scholarly books and articles. This legacy has been maintained in the eco system and ambience of the college till date.
- **Research Department:** The Post Graduate Department of Arabic was recognized as Research Centre in Arabic language and literature in 2010. Since then 13 Ph.D. theses have been produced from the centre. 26 Research Scholars are currently pursuing their Ph.D. in the centre under the supervision of the seven recognised research supervisors.
- **Research Monitoring and Advisory committee:** The RMAC functions to inculcate research culture and aptitude among students and teachers. The committee takes initiative for conducting national and international seminars and workshops on different topics related to research methodology, Intellectual Property Rights and Plagiarism, Ethics in Research etc.
- **Language Clubs**: A variety of programs like Debates, Special Talks, Group Discussions, class

magazines, Poetry recitation sessions, Poetry workshop etc. are organised by Arabic, English & Malayalam clubs to encourage students in enhancing their language and literary skills.

- **Career Guidance and Counselling cell** conducts coaching classes for competitive examinations, job-oriented training and workshops.
- **Entrepreneurship Development Clubs (ED club)**: inculcates entrepreneurial culture among students and equip them with the skills, techniques and confidence to undertake innovative ventures leading to self-earning and self-reliance. Various training and skill development programmes such as production of eco-friendly utility products, dress making and cake making are organized by the club. The Club also facilitates interaction of successful Alumni entrepreneurs with students.
- **Library:** Exclusive library building with IT facilities, books, manuscripts, peer-reviewed national and international journals, e - books, e – journals. INFLIBNET accounts created for all Students and Faculties.
- **Research Incubation**: The Research Incubation programme aims to equip students with critical thinking and problem-solving skills. The programme facilitates students to develop research-oriented thinking and to acquire a basic knowledge about research methodology, thesis writing and preparation of projects etc.
- **Information and Communication Technology Centre (ICTC):** facilitates the students to access live lectures of eminent scholars, Arabic and English News Channels, useful documentaries and videos on different topics and e-resources like e- books e-thesis, e-journals etc.
- **IPR Cell** conducts various invited lectures and workshops on Intellectual Property Rights, Plagiarism and Research Ethics. It monitors and addresses issues related to research ethics and integrity.
- **MoUs and Collaborations:** College has 52 MOUs with industries, educational institutions and other bodies to impart student exchange, faculty exchange and extension activities.

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: 40

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
16	6	6	5	7

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

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: 7

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

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

Response: 1.23

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
9	2	7	6	3

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: 1.55

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
18	2	6	5	3

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

3.4 Extension Activities

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

Response:

The college has a good record of extension activities carried out in the neighbouring community and the flood affected areas in the nearby district. The activities include offering of physical, emotional, intellectual and knowledge support to the community.

The extension and outreach programs undertaken by the college are listed below.

In the Adopted Village of NH Colony, Nediyiruppu.

- **Abhayam:** The NSS Units completed construction of two houses and handed over to two destitute families.
- **Bring the Bricks**: Physical support to transport bricks to the house construction site of an indigent family.
- **Road Upgradation**: Physical support to upgrade a mud road.
- **Clearing of Weeds and Shrubs**: cleared weeds and shrubs in the premises of GWUP School and the Society Hall and beautified the interior of the building.
- **Health Awareness and Mass Counselling Drive**: To give awareness on health and hygiene and to impart problem solving skills under shuchitwa mission.
- **Anti-Narcotic Show**: To create awareness on the hazards of narcotic addiction.
- **Socio Economic Survey**: Conducted to understand the socio-economic background of the residents.

- **Polio Vaccination Squad Work**: A door-to-door squad work for vaccination awareness.
- **Library Renovation:** Volunteers collected books from donors and contributed to the GWUP School.
- **Water Conservation Drive**: Awareness programme on the need of water conservation and management.
- **Ayurvedic Medical Camp** by 'MARM'
- **Manuscript Magazine**: published by the volunteers.

In The Flood Affected Areas in the Wayanad District

- **Disaster Relief Camp Visit**: During the catastrophic floods that wreaked havoc in the state during 2018-20, volunteers were out offering helping hand to the flood victims. Physical support and emotional rehabilitation were undertaken.
- **Construction of River Bund:** Constructed the bund facilitating irrigation of farm lands at Thalappuzha, Wayanad district.
- **Cleaning and Beautification**: at Chambothara Adivasi Colony.
- **Know Law & Constitution**: Seminar on law and constitution for the local community of Chambothara.

In The College Neighbourhood

- **Swachh Bharat Abhiyan**: Cleaning drive on the surroundings of college.
- **Solace:** Visit to the Ability Campus (A Non-Govt. charitable institution for the differently abled) to offer physical and emotional support.
- **Eyes of Eyeless and A Day for Visually Disabled:** Volunteers acted as scribes for the visually challenged people to attend exams.
- **Food Kit for Covid-19 Victims**: distributed Food kit for Covid 19 victims.
- **Kids Fest, Thenaruvi, Children's Day Get Together, Kalichangadam**: Various events with kids in the Anganwadis.
- **Shubhyathra and Traffic Awareness**: To create awareness about road safety measures.
- **How to Crack Jobs in Public Sector**: Orientation programme for youths on job opportunities in public sector and how to prepare for the competitive tests.
- **Say No To Dowry**: Anti-dowry campaign.
- **Boomithra Sena Cycle Rally**: Rally to give awareness about environmental pollution.
- **Donate Blood, Donate Life**: Blood donation camp by the NSS.
- **Students Palliative Centre**: Students participate as volunteers of Palliative Clinic at Pulikkal giving helping hand and emotional support to chronic bed ridden patients and senior citizens.
- **Emotional Parenting and Integrative Counseling** (EPIC) A best practice undertaken by the college NSS units and Students' Union involving the inmates of the orphanage and destitute home.

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

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

Response: 0

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

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

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)
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: 84

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
10	26	14	17	17

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: 87.05

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
340	300	240	185	140

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: 53

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
42	5	5	1	0

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

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

Response: 51

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
22	10	7	4	8

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:

The college has adequate infrastructure and physical facilities for teaching-learning as stipulated by the University, Government of Kerala and University Grants Commission (UGC).The built-up infrastructure of the college comprises 8 buildings: two Academic Blocks, Administration Block, Library building, College Hostel, Cafeteria and store, bathroom complex for resident students and Campus Masjid.

- **The main block and UG block** provide spacious lecture halls, principal's office, Arabic department, Informatics Centre, Skill Development Centre and an auditorium.
- **The Administration block** comprises college office, stack room, Economics Department, IQAC office, Common Room for Girls, Girls' Fitness Centre and Recreation Room, Counselling Room and PG classrooms.
- **The Library Building** accommodates Shaik Zayed Library, Network Resource Centre, Manuscript Room, Reading Lobby, Seminar Hall, Research Centre, Exam Hall cum Auditorium, Yoga Centre and Management Room.
- **The Hostel Building provides the following facilities:** boarding for students and resident teachers, mess hall, boys & teachers fitness centre, shuttle court, Recreation room for staff members and Guest room for alumni and visitors.
- **Cafeteria & Store:** students and teachers can avail tea, coffee and snacks from the cafeteria and stationery items and text books from the store.
- **Bathroom Complex** for resident students.
- **Campus Masjid:** provides prayer hall for students and teachers and for the neighbouring residents.

CLASSROOMS & SEMINAR HALL

- There are 11 classrooms equipped with LCD projectors with Wi-Fi to facilitate IT enabled teaching -learning process.
- All the classrooms are accommodated in the two academic blocks. PG classes are functioning in the Administration block.
- The college has a Seminar Hall with ICT and AVT facilities to conduct seminars and workshops. The AVT can be used for students to watch lectures of eminent scholars from different parts of the world.

INFORMATICS CENTRE

- The College has an Informatics Centre having 50 computers with Internet connectivity..

NETWORK RESOURCE CENTRE

- Pprovides access to e-contents of the library, E-books, E- journals and Online and Offline databases in the Arabic language and Literature.

○ There are 7 computers in the library and Network Resource Centre for the use of students.

SHAIK ZAYID LIBRARY

 Library is partially automated with 15000 books, more than 6000 journals, more than 1,64,300 e-books and a number of online journals and magazines in Arabic, English, Urdu and Malayalam. A spacious reading lobby, manuscript room and Reprographic and printing facility are also part of the library.

MADEENATHUL ULOOM RESEARCH CENTRE

* Facilitates fully furnished reading space for scholars, a good collections of reference materials and 3 computers with internet connection to access e-resources.

OTHER FACILITIES

* Well-equipped auditorium for conducting workshops, conferences and other programmes
* Skill Development Centre
* Physical Education Room
* Fitness Centre
* Counselling Room
* Fitness and Recreation Room for Girls
* Common Room for Ladies
* Two generators and 4 units of UPS to ensure uninterrupted power supply in the campus.
* Bio-diversity Park
* Clean and filtered drinking water facility
* Examination Hall
* Disable-friendly Toilet
* Toilet and washroom facility for students and teachers
* Solar Panel
* Biogas Plant
* Vehicle Parking Area for Teachers and Students
* *8- shaped* walk

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

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

Response:

The College students' union conducts sports and games and cultural fests every year with the massive participation of students and staff. Faculty members in charge of physical education and fine arts

coordinate the activities. The college provides adequate facilities to conduct such programmes and activities.

Facilities for Sports and Games

- **Play Ground**: The College has signed an MoU with the nearby school authorities to avail the sports and games infrastructure by students from the college. The school ground is hardly 50 meters away from the college campus and the students use the football field with non-standard track for playing football and conducting annual sports and games meet.
- Sports infrastructure facilities within the campus include **Cricket Practicing Net, Volleyball Court, Shuttle Badminton Court and Table Tennis Corner**
- **Yoga Centre**: The yoga centre is arranged in the hostel building to sustain and enhance physical and mental health of faculty members and students.
- **Fitness Center**: College has a Gymnasium with fitness accessories to maintain the physical health of students and staff.
- **Fitness and Recreation Centre for Girls** provides facilities for engaging leisure time in Table Tennis, Chessboard, Magnetic Dartboard etc.

Facilities for Cultural Activities

- **Auditorium:** The cultural activities and fine arts fest are conducted in the college auditorium. Seminar hall and classrooms are also used to conduct offstage events and contests.
- **Seminar Hall:** College has a well equipped seminar hall with AVT facilities to conduct academic and literary activities.
- **Open Stage:** Open stage located in the biodiversity park facilitates to organize talks and interactive sessions.
- **Bio-diversity Park:** Bio-diversity Park in the college is used as a venue to conduct many activities like literary and intellectual discussions, panel discussion and cultural activities
- **Debate Corner:** It is an exclusive place for debate and literary discussions arranged in the Biodiversity Park.

Initiatives to promote sports and games and cultural activities

- Football and badminton tournaments are organized at the College level and also class wise.
- The College team participates in different events like athletics, football, cricket, badminton and boxing at the university level.
- Training and practice are given to students to attend contests and tournaments by availing the support of professionals
- Literary and cultural programmes are organised at class level and college level by Fine Arts Club, NSS , Literary Clubs and Language clubs.

Specification of the infrastructure for cultural and sports activities.

SL. NO.	Facility	Area
1	Ground	60 m X 60 m
2	Cricket Nets	20 m X 3 m
3	Shuttle Badminton Court	13.40 m X 6.10 m
4	Volleyball Court	18 m X 9 m

5	Table Tennis	2.7 m X 1.5 m
6	Gymnasium	6 m X 4 m
7	Yoga Centre	5 m X 4 m
8	Auditorium	25.7 m x 6.95m
9	Seminar Hall	10.7m x 6.95m
10	Open Air Stage	5 m X 4 m
11	Bio-diversity Park	33 m X 30 m
12	Debate Corner	8 m X 6 m

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

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: 82.48

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
9.61	7.91	8.69	22.4	33.51

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 has a well stacked partially automated library with the automation software "KOHA" having separate reading facility for students, staff and research scholars. Previously it was supported by the software "Book Magic". It has a wide collection of books, journals, magazines, theses, and rare collection of manuscripts in Arabic, and Urdu languages. Library has a good collection of books on various disciplines in English, Arabic, Malayalam and Urdu languages. Books and materials on NET coaching, Remedial Coaching, Entry in services, Civil Service Examination and Career guidance and Counseling etc. are also provided.

Since the inception of the Research Centre in Arabic language and literature, a separate research carrel (reading area) is set up exclusively for research scholars. A digital Network Resource Centre is functioning in the library to access the e-resources like, e- books, e- journals, previous questions papers and syllabi of all courses. Access to more than 16000 e -books are given through the offline database of e- book "MakthabathuShamila' access to 9931 e journals is provided through the online database "DOAJ".

Students are given access to avail the facility of National Digital Library NDL by which they can access books in a digitalized format. The complete data in connection with the library is integrated with the institutional website through KOHA. KOHA homepage has links to e-resources, MOOCS, audio books and institutional repository. Information regarding the latest additions is displayed on the homepage. Online Public Access Catalogue (OPAC) facility enables users to search online and to locate books and other materials available in the library

The students can access our e-resources from any remote area through the library blog. A documentation drive is also maintained in the library server to keep the photos, videos and news clippings of the important program held in the college.

Resources in the Library	
Books	15000+
e-books	16000+
e-journals	10000+
Open Resources	200,000+
Theses and Dissertations	10
Digital Question Papers	100+

Following are the major facilities and services provided by the library to the students and research scholars

- Partially automated library with the automation software "KOHA"
- Good collection of books, journals, magazines and theses
- Rare collection of manuscripts in Arabic, and Urdu languages
- Special collection of books for competitive examinations
- Separate research carrel (reading area) is set up exclusively for research scholars
- Digital Network Resource Centre to access the e-resources
- NDL (National Digital Library)
- Online Public Access Catalogue (OPAC)
- Access to INFLIBNET
- Subscription of N-List
- Plagiarism Checking Software
- Software for Visually Impaired People (NVDA SCREEEN READING SOFTWARE (Windows) and ORCHA SCREEN READER SOFTWARE (Linux))
- AUDIO BOOKS
- Offline database of e book "makthabathushamila'
- DOAJ (Directory of Open Access Journals)
- Reprography Unit
- Library Blog
- Wall Magazine
- Documentation drive

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: 1.77

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
2.05	1.93	1.80	1.65	1.41

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: 24.03

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

Response: 105

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has witnessed a remarkable improvement in its ICT infrastructure in recent years. All the classrooms in the institution are equipped with LCD projectors. The institution is equipped with 60 computers and broadband internet connection with 60 Mbps speed for the use of students. Out of those 50 computers with LAN and internet facility are in the Informatics Center. There are 5 computers with internet connectivity in Network Resource Center. There are 2 computers in library for students' use of 3 computers in Research Centre. Power supply is ensured by 4 UPS units with 6 KVA, 6 KVA, 7.5 KVA and 2 KVA battery backup. Every department has been provided adequate number of computers with internet connection and Wi-Fi facility. The College is equipped with 2 WIFI modems and wide network of LAN capable of providing net-work coverage to the whole campus. Office, Departments, library and informatics Centre are equipped with the connectivity of LAN

The Seminar Hall with AVT facilities plays a vital role in the development of building an IT supported teaching and learning process. It provides facility for video lectures, PowerPoint presentation, and Listening practice to English and Arabic News channels. The center also provides reprographic services like photo copy and printing facility to students at a nominal cost.

A Network Resource Centre functions in the library to ensure easy access to the internet and e-resources. The centre is equipped with 5 computers for the use of students with internet facility. College library is automated with the software KOHA. Access to e-journals and e-books are provided by NLIST.

The college has signed AMC (Annual Maintenance Contract) with Galaxy Technologies, Pulikkal and SOLAR Electronics Industries, Ramanattukara, Calicut which ensure proper installation, maintenance and periodic checking of computers,UPS and other accessories.

Number of computers with internet facility for the use of the students and staff are given below:

Area/ Room	Number
Computers in Informatics Centre	50
Computers in Network Resource Centre	5
Computers in Library for students	2
Computers for administrative purpose (Office and in Library)	7
Computers in Arabic Department	4
Computers in Economics Department	1
Computers in Research Centre	3
Computers in IQAC Room	1
Total	**73**

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: 5.68

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: 0

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
0	0	0	0	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)

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

Response:

The College has the required infrastructure for academic interactions and office administration and has an established system for the effective and proper maintenance of the infrastructure and properties. The optimum utilization of the physical and academic resources for the benefit of students and staff is ensured.

College has an efficiently performing Infrastructure and Maintenance Committee to monitor the maintenance of physical equipment and other facilities of the college. The Governing Body of the institution and maintenance committee takes direct initiative in the maintenance of infrastructure and support facilities. The institution has an annual stock verification mechanism to verify the maintenance status of the infrastructure and equipment.

Maintenance of the Classrooms

The College Administrative Staff oversees the maintenance of the classrooms and other facilities. They keep the stock register and maintenance report of the classrooms. The infrastructure facilities in the class rooms like benches and desks, white boards, LCD projector and screens are also taken care of by the department heads and class teachers.

Library

Library is under the charge of the librarian. The books, journals and newspapers are made accessible to the staff and students: the issuance of books, the entry of students and so on is recorded in the library register. Maintenance and utilization of library resources are done by strictly adhering to the library rules and regulations. A library Advisory Committee is constituted for making plans and policies regarding selection and purchases of books, journals and electronic resources.

Informatics Centre

One administrative staff is given the charge of System Administrator to oversee the maintenance of the Computer Systems. The use of the Informatics Centre is scheduled as per time-table. A trained IT teacher is appointed to conduct classes. The major maintenance and renovation work in the Computer and Language Labs are outsourced to a third party.

Seminar Hall

Seminar Hall facilitates teaching learning process with the support of IT facillities. Adequate seating capacity, public address systems, LCD monitor etc. are provided and are well maintained in a user-friendly manner.

Hostel Facilities

Proper maintenance of infrastructure facilities and amenities in hostel is done by hostel committee headed by a teaching staff. Resident teachers staying in the hostel oversee the proper use and manintaencance of facilities.

Sports Amenities

All Sports amenities are under a faculty in charge of the Physical Education. A room is kept aside for keeping sports utilities.

General Maintenance

The College Management is very keen to ensure the proper maintenance and regular repair of equipment of all properties and assets of the college. Plumbing and electrical works, carpentry (desks, benches, tables etc) and building maintenance are done periodically by the assignee of the the Management with the help of appropriate work force. Appointments of additional staff is made by the management for keeping the campus clean and hygienic.

Stock Register

College is keeping a comprehensive stock register to maintain and monitor the number and status of all the physical and infrastructure facilities in 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: 88.84

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
234	346	289	210	125

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: 32.6

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
89	108	80	87	62

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

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

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

Response: A. All of the above

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

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

Response: 95.26

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
430	255	155	217	220

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

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 0

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
0	0	0	0	0

File Description	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: 0.85

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

Response: 1

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: 62.66

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
21	33	5	8	4

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
25	35	12	15	10

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: 4

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
3	1	0	0	0

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

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

Response:

As students are the most essential unit of the college, the participation and representation of students in various administrative and executive bodies are ensured by the college. Student participation is made mandatory in the decision-making bodies related to quality maintenance, curricular and co-curricular activities, and other social extension programmes being organized during an academic year.

Students' Union

College students' union is a statutory body comprising elected representatives of students. The students elect by voting the chairman, vice chairman, secretary, joint secretary, university union councilor, fine arts secretary, student editor and general captain. Each class elects its own class representatives. Association secretaries are also selected discipline wise. The slots of the vice chairman and joint secretary are reserved for girls. This executive body is responsible for the conduct of all student activities during the year. The staff council appoints faculty members as staff advisor, and staff editor to give necessary guidance to students in organizing programmes and publishing the student's magazine.

The college union activities begin with a formal inauguration ceremony. Apart from the routine programmes like fine arts day celebration, annual sports meet and college magazine, the student's union also organizes various programmes like debates, anti-narcotic awareness programmes, observance of

important days, festivals etc.

Internal Quality Assurance Cell

The IQAC core committee is a decision-making body in the college with principal as chairman and the IQAC coordinator as the chief coordinator. This body comprises members from the teaching and non-teaching staff of the college, management and alumni representatives, representatives from the local community and also a student representative. The student representative in the body can raise students' issues in the meeting and seek to redress problems.

National Service Scheme

There are two units of NSS in the college and each unit has a volunteer secretary chosen from among the students. The volunteer secretaries and the programme officers plan and coordinate the programmes and activities of the NSS. They plan and conduct various programmes catering to the overall personality development of the students. Training in soft skill development, communication. Social relations, employability skills training etc. are some of the activities of NSS.

Other statutory bodies

Adequate students' representation is assured in various statutory bodies such as Anti-ragging cell, Anti-harassment cell, Anti narcotic cell and Library Advisory Committee.

Students' clubs

Various clubs and associations such as Literary Association, English Club, Arabic Club, Malayalam Club, Bhoomitrasena, Tourism Club, and Students' Initiative in Palliative, Career Guidance and Placement Cell etc. are functioning in the college with students as office bearers and participants. Students are given freedom to envisage and implement various programmes that will help towards the academic and non-academic faculties of the students.

Social Extension Programmes

Students under the guidance of the teachers often undertake various activities in the local community with a view to enhance their physical well-being and to improve their social circumstances. Home for the homeless, construction and repair of rural roads, cleaning and sanitization of water bodies are some of the activities undertaken by the students.

File Description	Document
Upload any 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: 15

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	13	10	16	17

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:

Alumni are the ambassadors embodying the vision of the college and are the concrete evidence to show the success of our mission. The college has a very vibrant and functional Alumni association 'MAA' registered under societies act. The association ensures the linkage between the alumni and the college by undertaking projects and activities that involve financial and human resource support, aiming at the overall development of the institution and the students.

The significant contributions of the alumni are listed below.

- **Investment in Infra structure development**

The Alumni Association has made a major contribution (Rs. 40,00000/) in constructing an annex block to the boys' hostel in the campus.

- **Financial support to 'Sakan'- Hostel Fee Deduction Scheme**

The major source of income for this project is donations from the Alumni.

- **Outstanding Alumni of the college are given placement in the campus** as faculty members. 6 out of 21 full time teachers of the college are old students of the college. The college managing committee itself is headed by an alumnus.
- **Training in Employability Skills**

College Alumni attend as trainers in such programs organized by the career and placement cell of the college.

- **As facilitators for placement**

Alumni placed in key positions home and abroad attended as RPs in orientation sessions on 'Job Opportunities in Multi-National Companies' organized by Career and Placement Cell. They also act as facilitators for job aspirants from the college to get placement.

- **As facilitators for Research, Higher Studies and Short-Term Courses in foreign universities.**

Alumni chapters in Gulf countries provide information and technical support to students to get admission in reputed universities for Short Term Courses and Higher Studies.

- **Workshops in Translation Skills, Changing Trends in journalism & Arabic DTP Skills**

College Alumni volunteered to lead workshops on job related skills sharing the practical experience in their career.

- **Alumni sponsored Cash Award**

The UAE Chapter of Alumni instituted a Cash Award for the winners of the first three positions in the MCC National Arabic Elocution Competition organized as part of the International Arabic Day programmes. The cash award is Rs. 25000/, Rs. 15000 and Rs. 10000/ for first, second and third place winners respectively.

- **Anonymous Financial Support**

Financial support to economically backward students is offered by philanthropist alumni not willing to disclose their names and the amount offered.

- **Global Alumni WhatsApp Group Support**

The WhatsApp group comprising Alumni and teachers took up and successfully completed two financial support projects for meeting the surgery and post-surgery expenses of two of our old students. The total contribution in the two cases amounts to Rs.450000/

- **'Aluminary' Award**

It is an award instituted by college IQAC to honour and appreciate remarkable achievements of the Alumni.

- **Global Alumni Meet**

It is an annual alumni get together to revisit the campus and to share their nostalgia with peers, seniors and juniors.

The executive body of the Alumni Association meets regularly to discuss the developmental plans and

projects of the college and the general body meets once in a year.

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

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

Response: A. ? 5 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The governance and leadership of the institution is well defined and manifested in consonance with the vision and mission statement of the institution. The strategic plan and the implementation process is goal oriented towards realizing the mission of the college. The college is committed to produce competent and duty- bound citizens who can contribute to the nation building process.

Vision:

- To grow as an excellent Higher Education Center in oriental languages and disciplines that disseminates knowledge, skills and values catalyzing the upward social mobility of the minorities and marginalized sections of the society in the region.
- To nurture students with skills and competencies meeting international standards and to equip them for employment requirements globally.

Mission:

- Impart quality education and training in the languages, humanities and other disciplines to equip the students with necessary knowledge and skills to take up responsible positions in the globalized employment market.
- Mould generations with exemplary leadership faculties deeply embedded in moral and spiritual values.
- Give access and opportunity to higher education for all sections of society, especially the marginalized minorities and weaker sections.
- Provide education infrastructure enriched by tech tools and web resources keeping up with international standards.
- Inculcate secular, democratic and pluralistic values in students to make them responsible citizens contributing to national integrity and development.

Core Values:

- Academic Excellence and Intellectual Integrity.
- Diversity, Equity, and Social Justice.
- Integration of Teaching, Research, and Service.
- Civic Responsibility and constitutional values.
- Inclusive Empowerment.
- Interdisciplinary learning and employment opportunities.
- Integrity in moral and spiritual values.

College Managing Committee is the governing body of the college. The committee appoints a correspondent to represent the committee in the governance process.

The principal is the prime authority of the college. He is the chairman of all administrative and academic bodies and is assisted by College Council, the IQAC, HoDs and the office superintendent.

College Council: This statutory body advises and assists the principal in all academic, administrative and other related activities of the college.

IQAC: IQAC leads the academic activities of the college to ensure quality, bring innovations and professionalism.

Academic Monitoring Committee: The committee monitors the teaching learning process in general and offers suggestions to improve. The preparation of the academic calendar is the responsibility of this committee.

HoDs: The Department Heads are responsible for the preparation of the action plan, teaching schedule and work allocation for various academic and non-academic activities.

The College Development Committee designs a strategic plan for the further development of the college and takes necessary steps to implement the plan in a time bound manner.

Purchase Committee monitors effective utilisation of funds for infra structure augmentation and maintenance.

Discipline Committee ensures smooth functioning of the college, by taking necessary measures to address disciplinary issues.

PTA of the college extends all possible supports for the overall development of the college by timely offering financial and human resource support.

Other bodies like **Student Union, various committees and clubs** ensure pursuance of excellence in Academic and non-academic activities.

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:

As decentralization is an effective administrative strategy, the college follows a systematic decentralised process for its day-to-day administrative activities as well as for its perceptive strategic communications. It is effectively implemented through the faculty members, non-teaching staff and students of the College and thus caters to the needs of its stakeholders. Through a transparent communication system with teachers,

staff and students, the college is keen to maintain its progressive outlook to provide quality education.

Responsibility distribution: The practice of decentralization is exercised by giving to the faculty members and students responsibilities of important forums and clubs such as NSS, Reader's Forum, Examination, Career Guidance Cell etc.

Committee participation: Students are represented in statutory bodies such as IQAC, Grievance Redressal Committee, Anti Ragging Cell, Anti narcotic cell etc.

Arts &Sports Days: As a part of decentralization, annual sports and arts events are completely planned and organized by student leaders, and teacher representatives.

Stakeholder Involvement: Feedback from students, parents and teachers are raised in the College Council by the staff representatives.

Administration: The College Council, the supreme advisory body comprises representatives from all Departments, Library and Administrative wing .

NSS acts as an agency of decentralization by undertaking all major extension activities of thecollege.

College union, an exclusive body of students is democratically elected by all students. The union acts as a link between student community and administration of the college. The students' union activities are planned and carried out by students themselves.

Staff meetings: The staff members of the college meet periodically to discuss plans and strategies for the smooth running of the college academic and non academic affairs. The teahers of the college contribute immensely towards the reconstruction and renovation projects undertaken by the management.

Student -Teacher rapport: It is the policy of the college that the teachers maintain a good rapport with students. Students are free to approach teachers for academic support or to seek redressal of grievances. Co curricular and extra curricular activities are planned and implemented ensuring active involvement of students.

Alumni Participation: Alumni participation is ensured in all developmental and student support projects and programmes. They keep on supporting the college by offering support to students in career training, placement, skill development and also by contributing to the development of the college. The construction of the hostel annex was undertaken and completed by the Alumni with a financial contribution of more than Rs.4000000/

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college has witnessed a visible growth in the last five years in areas of academic and infrastructural development. The institution is committed to impart quality and skill-based education to students. To realize the goal, the college had drawn a plan for infrastructure augmentation in 2016. The institution has successfully implemented all its previous plans effectively.

FULFILLED VISION DURING 2016-2021

Infrastructure:

- Boys Hostel is renovated constructing an annex block by utilizing the Alumni fund. (Project completed in 2018.)
- Renovated the Seminar Hall with AVT facilities utilizing PTA fund. (Completed in 2021)
- Renovated Research Centre with reading and research space for research schloars provided with computer and Wi-Fi facility utilizing the fund collected from research scholars. (Completed in 2021)
- Equipped all classrooms with ICT facilities. (Completed in 2021)
- Started Fitness Centre for staff and boys
- Started Girls' recreation room.
- Opened Cafeteria and Store
- Established Skill Development Centre
- Started Yoga Centre
- Renovated the college website with ample storage space

Academic

- Plagiarism checking software in the library in association with Central Library, University of Calicut
- Subscription to N-LIST
- Audio NVDA Screen reading software
- Audio Books

Department

- Started publishing a peer reviewed journal from 2017
- 13 number of Ph. Ds produced from the Research Centre.
- Offered Add-on certificate courses by all departments

  Dept. of Arabic - 3

  Dept. of Economics - 6

  Dept. of English - 3

- International Conferences and Seminars

   Dept. of Arabic - 1

   Dept. of Economics - 2

Green Campus Initiatives

- Green Audit, Environment Audit, Energy Audit
- Bhumithra Sena

STRATEGIC PLAN FOR 2025

Infrastructure

- The new academic block, as per the plan, consists of 9 classrooms, principal's office, departments and wash rooms.
- Ladies Hostel
- Multimedia Studio Centre
- Indoor Stadium
- Campus Radio
- Centralized Public Address System
- Amphi theatre
- Teacher's Apartment
- Day Care Centre
- Heritage Walk
- Gazebo

Administration

- Implement E-governance in administration by installing Office Automation System namely "College Management System"
- E-content Development Centre for developing E-contents.
- New generation and other new aided courses.
- Provide more certificate courses in Arabic and Economics including skill development courses in the academic year 2021-22
- Conduct an International Conference in Arabic and Economics in the academic year 2021-22
- Conduct continuous FDPs for faculty
- To upgrade Dept. of Economics as a Post Graduate & Research Department
- To design and offer MOOCs for students and teachers.
- To make available the e-content prepared by teachers for all students through the e-learning tab in the website

File Description	Document
Upload any additional information	[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 College is an aided college affiliated to University of Calicut. It is managed by Kerala Jamiyyathul Ulama. The college Management Committee consists of 21 members. The management committee is headed by the Correspondent who carries out all the administrative activities of the College. He is responsible to appoint the Principal for the internal administration of the College. The Principal is assisted by the Staff Council, Heads of Departments, IQAC and other committees.

The college has a clearly defined organizational hierarchy and structure to support decision making processes. The organizational hierarchy may be summarized as follows:

- **College Governing Body:** The college is managed by Kerala Jamiyyathul Ulama, which is the governing body of the College. College Correspondent, appointed by the managing committee, is responsible for the appointment of the Principal and other teaching and non-teaching staff.
- **Principal** acts as the head of the institution and he oversees the functioning of the college. He is responsible for managing the major administrative tasks and the affairs of students, teachers, and administrative staff. He is the Chairman of the Staff Council, IQAC and other statutory committees.
- **College Council:** The College Council is a statutory body constituted in accordance with the statutes and it consists of the Principal, the Heads of Departments and four other elected representatives from the teaching & non-teaching staff.
- **Heads of Department:** Heads of Departments are given the freedom to make decisions in academic matters related to the department.
- **Class Tutors:** Class tutors are assigned for each class to give individual care and attention to each students. He/She is responsible for class discipline, and recording attendance of the students. The class teacher keeps contact with the parents of the students and will apprise them of the progress of students.
- **IQAC:** The IQAC is constituted under the chairmanship of Principal to ensure and enhance the overall quality of the institution. IQAC Comprises of members from faculty, administrative staff, management, students, society, and parents. For NAAC related activities and coordinating the accreditation process, a NAAC Coordinator is appointed.
- **Head Accountant:** Head Accountant is the head of office staffs and he/ she manages the entire functioning of the office.
- **College Librarian:** College Librarian is responsible for the smooth functioning of the Library. He is assisted by a Library Assistant.
- **Various Cells:** There are many academic and administrative bodies and Cells in the College for the efficient functioning of all academic and non-academic activities such as College Development Committee, Library Advisory Committee, Women Development Cell, Career Guidance and Placement Cell, Anti-Ragging and Discipline Committee, Internal Examination Committee, Grievance Redressal Cell, IT Cell etc.

Recruitment and Appointment of Staff

The college strictly follows the guidelines of the university, the government and the UGC in the recruitment and appointment of teaching and non-teaching staff. The management has a policy regarding appointments that considers quality and merit as the first benchmark.

Service Rules and Procedures

The appointment, promotion, availing leave, retirement, remuneration etc. are well defined and articulated as per the Kerala State Service Rules (KSSR)

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: E. None of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has formulated some policies and has an action plan for the welfare of teaching and nonteaching staff.

Infrastructure Facilities

- Hygienic working environment

- Well maintained, individual work stations
- Purified drinking water facility
- Washroom/ toilet facilities
- Free accommodation in college hostel
- Staff Recreation Room
- Fitness centre
- Cafeteria
- Exclusive vehicle parking area
- Free Wi-Fi facility

Financial Assistance

- Advance salary to newly appointed teachers and guest faculty
- Staff fund to be utilized for meeting incidental expenses catering to teacher facility
- Internal chit fund for availing an interest free easy installment loan
- Insurance schemes
- Financial support and assistance on special occasions like weddings, house warming, vehicle purchase etc.
- PF for all teaching and non-teaching staff
- Medical reimbursement facility as per the Government norms.

Staff Club

Staff Club organises many activities for teachers such as picnic, tour, cultural programmes, tournaments, sport and athletics contest, family get together etc. to relieve them from the stress and strain of routine work.

Staff Club has instituted 'Best Teacher Awards' for the outstanding performance of teachers.

Leave

Available leaves for teaching staff includes vacation leave based on academic calendar, Casual, Maternity and Earned Leave On-Duty leave for attending conferences, symposia, seminars and for attending invited lectures in other institutes and colleges. Non-teaching staff can avail Casual, Maternity and Earned Leave as per policy.

Other major welfare measures

- Food from the mess hall at a subsidized rate
- Incentives and souvenirs during retirement
- Teacher identity card
- E-mail address using the domain name of the institution
- Internal Faculty Development Program(FDP)
- Incentives to attend seminars/conferences
- Incentive for publication

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: 100

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
22	23	23	23	19

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: 0

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
0	0	0	0	0

File Description	Document
Upload any additional information	[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: 19.32

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
13	2	3	0	3

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

The college has a systematic performance appraisal system for both teaching and non teaching. The appraisal is carried out by collecting self-appraisal data from the staff and also by collecting feedback from students.

Students' feedback: The students are given an opportunity to evaluate their teachers after each semester. The college takes feedback from the students with a comprehensive systematic performance appraisal form prepared by the IQAC. IQAC analyses the feedback from students and makes a report based on the feedback result and the teachers' own self appraisal. The report is discussed with the teachers concerned and necessary remarks and suggestions are communicated in a cordial environment.Performance Appraisal Reports (PARs) provide good feedback to faculty and help them understand the needs of students.

Self-appraisal: At the end of each academic year, the faculty members complete and submit a self-appraisal form documenting their academic and professional achievements in the respective year. Performance Appraisal System encourages the faculty members to make excellent performance in teaching –learning and research.

Self-Appraisal by non-teaching staff: The performance of the non-teaching staff of the college is assessed on the basis of the self-appraisal form completed and submitted to the IQAC by the staff members.

Teachers' diary and course outline: The filled in teachers' diary is submitted to the IQAC for review and remarks. Each teacher has to submit a Semester Plan before the commencement of the semester and a completion report at the end of the semester.

Academic Monitoring System: Apart from IQAC, the Academic Monitoring Cell in the college monitors the teaching-learning process regularly and gives feedback and suggestions to the concerned teachers. The principal, the Head of the Departments, IQAC Coordinator, Academic Monotoring Committee members discuss the issues and chalks out strategies to improve the scenatrio and compensate shortcomings.

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 college has a well-defined mechanism for its internal and external audit. Institution conducts internal and external audits regularly. The internal audit is carried out by the college itself by an accountant authorised by the Head of Accounts. The financial data is scrutinized by the office superintendent and Principal for accuracy. The Governing Body of the college delegates an expert to check the audited statement from the office.

Apart from internal audit, the college has a mechanism for external audit too. At the end of every financial year, the annual financial statement is audited by a chartered accountant. The Institution strives to ensure total transparency and probity in all its financial activities.

Audit of Funds Received from UGC and other Government Sources

- Audited by Chartered Accountant
- Audited by Directorate of Collegiate Education

Grants and Funds Sanctioned by Management

- Audited by Charted Accountant
- Internal Audit by Finance Committee
- IQAC also monitors the fund allocation to the development of the college and makes sure that the fund is utilised transparently, in a cost-effective manner.

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: 176.62

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
21.81	24.41	31.82	42.49	56.09

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

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

Response:

The college is governed by a managing committee appointed by the Kerala Jamiyathul Ulama. The management mobilizes funds and resources from viable sources for the day-to-day governance, maintenance and development of the college. The main source of fund raising is from the well-wishers and philanthropists who are ready to contribute to college development. For big projects like construction of new buildings, the management adopts a strategy of intensive pooling of resources from Alumni, Parents, Businessmen and other well-wishers. Being a government-aided grant in aid institution, the college meets the expense of the salary component from the government fund.

Other sources of income mobilisation:

- Contribution by well-wishers of the college
- Contribution by Alumni Association
- Contribution by teaching and non-teaching staff
- UGC fund

- State Government funding for NSS
- Revenue from properties of the institution
- Contribution by PTA
- Al-Mabarra Fund (Students' Initiative for Alternate Banking)

The college prepares an annual budget and the expenditure incurred under different heads are subjected to an internal audit annually.

 Funds are utilised for the following purposes:

- To augment infrastructure facilities
- For the maintenance of Infra structure
- Purchasing books for library
- For the day-to-day governance of the college.
- To support students who are financially and socially backward.
- Incentives to teaching and non-teaching staff

The mobilisation of funds and the utilisation of resources are carried out in a transparent manner. The Head of Accounts in the college is responsible for keeping the accounts. Income received from various sources and the expenditure under various heads are properly entered in the account book. The receipts and vouchers are also documented properly. The statement of accounts is subjected to internal and external audit at the end of the financial year.

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

6.5 Internal Quality Assurance System

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

Response:

The college IQAC has specific strategy to ensure institutional quality. The IQAC is responsible for framing the quality policies for Teaching-Learning, Research, Curriculum planning and implementation and all the extracurricular and co-curricular activities. The quality culture in the college is maintained by sensitizing different stakeholders like the Alumni, Parents, Management, Students and Teachers on different aspects of growth and development.

The activities undertaken by IQAC in this regard are listed below:

Teaching and Learning:

IQAC has contributed immensely to the teaching & learning process by-

- Conducting seminars, webinars and workshops on emerging technologies for faculty during the pandemic situation.
- Conducting Induction Program for newly admitted students in UG and PG.
- Farook College, Mentor Institution organized a comprehensive training programme in NAAC Accreditation for Teaching and NTS staff under the scheme of UGC PARAMARSH.
- Organizing monthly Faculty Development Program (FDP) for teachers.
- Offering number of Certificates and Add-on Courses for students under various departments.
- Creating a mechanism to take Feedback from the stakeholders periodically.
- Conducting a meeting of department heads and academic coordinators to review the performance of teaching learning process under different departments regularly.
- Regularly assessing the academic performance of students.
- Conducting Periodical review of research activities of the college.
- Giving financial support to the students and faculties to publish their research works in UGC or Peer-reviewed journals.
- Instituting Research awards for PG project works.
- Arranging meetings with Notable Alumni.
- **"TIPS" :**(Teachers Interaction with Parents and Students), one of the notable projects of IQAC to promote students' progression and give financial and psychological support during the pandemic period.
- **Applause** - Honouring Top-notch Alumni and Student Achievers in the competitive exams held by Kerala Government and Central Government, toppers in each semester and University Rank Holders.
- **EPIC**- (Emotional Parenting and Integrative Counselling) is an IQAC initiated best practice commenced in 2018. The practice aims at providing parental care to the orphans and destitute children in the nearby orphanage.

Incentives to the teachers

- Research Monitoring and Advisory Committee(RMAC) decided on 19/10/2020 to allocate a grant of 2000/- for research papers of teachers that is published in UGC listed journals from 2020 on the recommendation of IQAC.
- **Best Teacher Award**: IQAC has instituted a best teacher award to be given to the teacher whose contribution in the academic and non-academic arena is outstanding during the academic year.

Best Project award for students

- On the recommendation of IQAC, RMAC decided to give cash awards of 1000/- for the best PG project works prepared by the students for promoting and motivating them in the field of Research.

Mentoring System

- It is a regular practice of the institution that aims at the overall development of students. Every student has a mentor teacher other than the class tutor to look into matters of academic, non-academic and personal problems of the student.

File Description	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 reviews the teaching learning process, methodologies of operations and learning outcomes at periodic intervals through the evaluation of the semester wise Periodic Performance Report from the Departments. In addition to this, an Academic Audit is conducted in each semester to monitor and appraise the individual teacher performance in academic activities.

Methodologies of Operations:

The college has taken constructive steps to bring in improvements in all the field of its activities over the last five years. The commencement of the department of Economics in 2015 is a structural change brought about by the management to make the institution multi disciplinary. Similarly, the department of Arabic was upgraded as a Research Centre in 2010 and the focus shifted to quality research. The departments of Arabic, Economics and English as per the suggestion of the IQAC are offering certificate courses, add-on courses and foundation courses with a view to cater to the needs of heterogeneous groups of students.

Academic Achievements:

- The Post Graduate Department of Arabic, recognized as Research Centre in Arabic language and literature in 2010 has produced around 13 Ph. Ds till date.
- The seven Ph.D. qualified teachers in the Department of Arabic are recognized as Research Supervisors.
- The use of ICT for classroom teaching has enhanced the quality of the teaching process and the outcome is visible as understood from students' feedback. The faculties are now equipped to work with the technology and motivated to switch over to the new technology.
- The fitness centre for students and teachers, the recreation room for female students &staff and cafeteria are some of the recently added facilities.
- With Alumni support, the college has received a substantial amount for hostel renovation work. The Alumni chapter in the UAE has sponsored a cash award for the winners of MCC Abdu Rahman Moulavi Elocution competition. The award is distributed in the International Arabic Conference programme held at college.
- IQAC collects feedback from students in a specially designed feedback form annually. Feedback is collected on curricular aspects, teaching-learning methods, and institutional programs. Feedback is collected on the individual performance and quality of each faculty member.
- Teachers are asked to submit a semester plan at the beginning of the semester and a completion

plan at the end of the semester. IQAC prepares an analysis report and the same is discussed with the Principal, HoD s and Academic Monitoring Committee members.

- IQAC conducts a sitting of department heads and academic coordinator periodically to evaluate the performance of teaching learning process and other academic activities both at department level and institutional level.

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: C. 2 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
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The college has a congenial eco system that promotes gender equity by way of providing gender friendly ambiance and by organizing various programmes aiming at gender sensitization. Some of the measures undertaken by the institution to provide a safe and secure campus environment for students and staff are listed below.

Committees and Cells

- **Grievance Redressal Cell and Anti-Sexual Harassment Cells** functioning in the college provide a convenient and secure platform for boys and girls to voice their complaints.
- **The Internal Complaints Committe :** The ICC is to deal with the grievance lodged by the students and staff of the college and assures to provide a secure and hassle-free work place.
- **PoSH Act committee**: The Sexual Harassment of Women Act, 2013 commonly referred to as the PoSH Act, provides for protection against sexual harassment of women at workplace and for the redressal of complaints of sexual harassment.
- **The Women Development Cell (WDC) i**n the college organizes various programs for women empowerment. Premarital counseling workshops, awareness sessions on life skills, observance of important days are some of the programmes organized regularly each academic year. Besides these, experts from different walks of life are invited to address students in workshops, seminars and debates on various topics related to women safety, self-defense, cybercrime etc. Practical sessions to teach strategies of self-defense are also conducted.
- **Moral club** functioning in the college organizes awareness programs to inculcate moral values, healthy relationships between boys and girls and honesty and integrity in interactions.
- **Career and Counselling cell** also promotes gender equity by equipping the students to face the challenges of a competitive job market and thereby opening the doors of a safe and secured future.
- **IQAC** under the chairmanship of the principal monitors the measures taken by the various bodies to ensure gender equity in the campus.
- **Anti-ragging Committee**

Practices

- **Counselling:** There is a very effective system of counselling at two levels. i) mass guidance and counselling by tutors ii) individualized one to one counselling with mentors.
- **Mentoring:** There is an effective mentoring system in the campus with a mentor mentee ratio of 1:20. The college has a well-defined mentoring policy to be practiced by the mentor teachers. The mentees must feel free to share their concerns, grievances and problems to their respective mentors.

Facilities provided for Privacy

- **Common Room:** A spacious rest room attached with washroom is provided for girl students to hang out during leisure hours. The room gives the female students adequate privacy where they can relax during their leisure time. Sanitary pad vending machine is made available near to the washroom. An incinerator is also provided to dispose the used sanitary materials.
- **Recreation Room**: Table tennis, chess board, Dart magnetic board, skipping rope etc. are the amenities provided.
- **MUAC Cafeteria**: Cafeteria provides special area for girls to enjoy their tea time.
- **Identity Cards** are given to each student so that anti-social elements and intruders are strictly checked from entering the campus.
- **First aid box**

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

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

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

Response: A. 4 or All of the above

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

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

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**

- **Hazardous chemicals and radioactive waste management**

Response:

The college is keen on restricting and disposing all sorts of waste materials generated in the campus. The college administration along with bodies like Nature Club and NSS, take up the task of reducing the generation of waste materials in the Campus. The wastes found in the campus has been categorized as Solid, Liquid and E- waste, and they are disposed wisely as to keep the campus clean, green and eco-friendly. The waste management strategy adopted by college is summarized below.

Solid Waste:

- **Green Protocol**:-As part of the plastic-free campus initiative, the college ensures the observance of green protocol in the various programs and activities organized in the college.
- **Water Purifier**: Instead of buying bottled water, the students use water purifier facility installed in different places in the campus.
- **Waste Bins**: The college has installed waste bins with different colours for dumping degradable and non-degradable items of solid waste. The solid waste thus collected will be disposed weekly by the waste collection unit of Cherukavu Grama Panchayath. The college has signed a linkage with the Grama Panchayath in this regard.
- **Biogas plant:** The college has set up a bio gas plant of 86 Kg for proper management of food waste by generating cooking gas from it.
- **Bio-compost**: Remaining food wastes and other degradable wastes are dumped into the bio compose tank and converted to organic fertilizer.
- **Assignments in Digital Format**: To reduce paper waste students are encouraged to use the electronic format while submitting assignments, projects and dissertations.
- **Incinerators:** The use of plastic including flex boards are strictly banned in campus. The plastic accumulation found even after these precautions are destroyed using the incinerator.
- **Paper Pens & Bags**: Training is given to students to make pens and bags from waste papers under SDC & ED club. The use of paper pens is encouraged.

Liquid Waste

- **Septic Tanks:** The major liquid wastes generated in the campus are the effluents from hostel toilets and kitchen. There is a well-maintained sanitary system to contain these liquid wastes in underground septic tanks to be absorbed into the soil.
- **Irrigation to Coconut Grove:** The dribbling water from running taps installed in the campus are diverted to the coconut grove making sure that water is not collected in septic pools.
- **Hydroponic gardening** is installed in the campus near to washing areas to grow plants by using waste water.

E-waste

- **Institutional Policy:** The institution has a policy to reduce electronic waste by ensuring periodic maintenance of electronic devices.
- **Equipment Exchange Scheme:** ICT equipment including computers, printers and projectors are being replaced through the exchange scheme through dealers.
- **AMC with Service Provider:** College has signed an AMC with a local computer service provider

to ensure proper installation, maintenance, periodic checking and proper replacement or disposal of non- working electronic items.

Hazardous chemicals, Biomedical and radioactive waste management

As the college doesn't offer any programmes in science, we do not have any medical or science laboratories, thus our campus is free from such wastes.

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
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: C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[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](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

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

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

Response:

Inclusiveness is one of the core values of the institution and we are committed to maintain a campus atmosphere where religion, ethnicity, gender, language, region, caste or even politics does not become a barrier for the smooth academic pursuit of students.

- **Website :** The core values of the institution are published in the college website so that the stakeholders are sensitized.
- **National Service Scheme:** The college has two active NSS units (No. KL 23 & KL 169 under University of Calicut). NSS organizes various programmes on national integration, tolerance, equity, secularism etc. Yearly special camps conducted each year to give the students hands-on experience to live with the community.
- **WDC & Moral Club:** The Women Development Cell in the college conducts various programmes giving awareness on gender equity, gender justice and constitutional rights. Girl students are given tips to empower them against all types of harassment and exploitation. The Moral Club functioning in the college also organizes programmes such as debates and literary events towards sensitizing students about the values of communal harmony, tolerance, and inclusiveness.
- **Transparent Admission Process:** The student admission process of the college is absolutely transparent as it is being done through a single window system controlled by the university. Each and every student gets opportunity to enroll solely based on the merit. Students from backward communities, minorities and scheduled castes/tribes are given admission adhering to the reservation policy.
- **Placement**: All teaching and non-teaching staff are appointed based only on merit without showing any discrimination on the basis of caste and creed.
- **Grievance Redressal Cell:** Students can lodge complaints with the grievance redressal cell of the college in case any instances of discrimination from teachers, students or administrative staff are observed.
- **Anti-Ragging Cell:** The cell is constituted including a student as member.
- **Anti-Women Harassment Cell:** The cell is active to deal with any grievances of harassment.
- **Internal Complaint Committee:** This committee addresses issues related to sexual harassment in the workplace.

- **Mentor-Mentee Interaction:** A comprehensive one to one mentor mentee system is active in the campus. The students will get personalized instructions and guidance in core values of the institution from the mentors.
- **Communal Harmony:** Festivals and special occasions are celebrated in the campus to ensure and enhance communal harmony among students. Literary competitions and cultural programmes are the major components of these events.
- **Staff Club:** organizes friendly sports matches and other activities to build a strong rapport among the staff members.
- **Observance of Special Days:** Specific Days like Independence Day, Republic Day, Gandhi Jayanthi, Rashtriya Ekta Divas, National Voters Day, Martyrs' Day,National Security Day, and World Arabic Day are being observed regularly along with various activities.
- **Financial Assistance:** The College arranges financial assistance to economically weaker students apart from the merit scholarships.
- **Disabled Friendly Ambiance:** Classrooms, library, washrooms etc. are made disabled friendly with ramps, handles, signboards etc. A culture of equitable treatment is maintained towards differently abled students and teachers.

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

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

Response:

The college is committed to respect and uphold constitutional values and obligations and the same has been incorporated among the core values as displayed in the website. Some of the concrete steps the college has taken to sensitize students and employees about constitutional obligations, values, rights, duties and responsibilities are described below.

- **Curriculum:** The prescribed syllabi for UG programmes contain a slew of common courses that included a course exclusively to teach the salient features of the Indian constitution. The current syllabi of the common courses also provide scope to teachers to discuss the constitutional values in classrooms.
- **Justice and Equal Opportunity:** To fulfill the ideals of justice and equal opportunity, we are operating Equal Opportunity Cell, Minority Cell, OBC Cell and SC/ST Cell. To cherish the values enshrined in the Constitution, Preamble of the Constitution is displayed in the college.
- **Human Values & Social Responsibility:** The college is keen to inculcate values and a sense of social responsibility among the students. Programmes such as Blood donation camps, cleaning missions of Swachh Bharath Abhiyan, Programmes that focus on the upliftment of the marginalized sections of the society are a regularly conducted.

- **Flood Relief Activities:** Our college actively involved in rescue and relief activities during flood that shocked and shattered the entire Kerala state in 2017 and 2018. Our volunteers also engaged in the post-flood cleaning and rehabilitation drives. A collection centre was operated for collection and distribution of food stuff and other utilities needed for the flood victims. Our staff and students contributed enormously to Chief Minister's Distress Relief Fund.
- **Student's Union Election:** Election to the college students' union is being held every academic year by strictly following democratic methods. Students contest for different posts in the election abiding by university regulations. The election process provides them first-hand experience and preliminary knowledge about the values of the constitution and the modalities of parliamentary democracy.
- **Voter ID Cards:** College made necessary arrangements for students to secure voters ID cards.
- **Election Duty:** The teaching & non-teaching staff have been actively participating as officials for conducting Parliament, Legislative Assembly and Local Body elections.
- **National Students' Parliament:** A three day National Students' Parliament was held at Kerala Legislative Assembly, Trivandrum
- **Seminar on Law and Constitution:** A legal awareness programme conducted for the villagers at Meppadi Panchayath in Wayanad district.
- **Cyber Literacy Programme and Anti Ragging Awareness Programme.**
- **Trauma Care Training Programme**
- **Day Observance:** Days of national importance such as Independence Day, Republic Day, National Unity day, Environment day, International yoga day etc. are observed ceremoniously in the campus.

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

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

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

Response: A. All of the above

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

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

Response:

The college celebrates days of national and international importance with a view to communicate the ideas and noble vision behind celebrating such days. Some of the important days observed regularly are listed below: -

- **Independence Day:** The principal in the presence of students, teachers and non-teaching staff hoists the national flag and gives a message on the importance of the day followed by various activities such as recitation of patriotic songs, campus cleaning, sweets distribution, etc.
- **Republic day:** The college celebrates Republic Day on 26th January every year to inculcate patriotic feelings and promote the rich cultural diversity among students. The principal hoists the national flag and gives a Republic Day message.
- **Gandhi Jayanthi:** NSS units engage in the cleaning of the College Campus and premises. Seminar on Gandhian values are also held.
- **Children's Day:** Our College observes Children's Day to commemorate the birthday of Pandit Jawaharlal Nehru. In connection with children's day, NSS units organized a get together of talented kids from 38 Anganwadis of Cherukav Grama Panchayat. The principal and programme officers distributed gifts to the kids followed by cultural events by children.
- **World Environment Day:** Each environment day is a call to action for all of us to come together to combat one of the great challenges of our time. The NSS units of the college in collaboration with the Green Club celebrate Environment Day on 5th June every year. The main purpose behind the programme to raise awareness about the environment and to assert the need for conserving the planet.
- **Teachers Day:** It is celebrated to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan by honoring teachers.
- **International Yoga Day:** international day of yoga is celebrated annually on 21 June since 2015. The yoga day is celebrated in the college with all formalities. Practical training session on yoga to staff members & students is also held.
- **National Unity Day:** The NSS Units of the college take initiative to observe Rashtriya Ektha Diwas by conducting an awareness class and pledge taking to remember the Iron man of India Shri. Sardar Vallabh bai Patel.
- **Women's day:** Women's cell of the college celebrates women's day on 8th March every year. The celebration is made colourful with various programs. Lectures, debates etc. are held with a view to boost women empowerment.

- **World Arabic day:** The Department of Arabic and Arabic club jointly celebrate Arabic day on 18th December every year. MCC memorial elocution contest, literary contests, poster making etc. are some of the highlights of the celebration.
- **National Voters Day:** The day is observed with a special session for new voters among students with a theme "Enlightened Citizens for Strong Democracy."

Regional and Religious Festivals.

- Festivals like Onam, Christmas, Ramadan are also celebrated with great zeal. These celebrations bring in a spirit of oneness and harmony. Through these events a respect for the pluralistic and multicultural social structure of the nation.

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

7.2 Best Practices

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

Response:

1. AL-MABARRA

Title of the Practice: Al-Mabarra –A Student Initiative of Alternative Banking

Objectives of the Practice:

1. To promote, foster, and develop the application of alternative financial system among the students and thereby helping them achieve financial security and self-reliance.
2. To provide opportunities for experiential learning for B.A Economics students.
3. To make students familiarize with salient features of finance and banking along with its developmental as well as welfare perspective.
4. To nurture saving and investment habits among students.
5. To encourage entrepreneurship culture among students.
6. To foster emotions of compassion and empathy towards fellow students by offering a helping hand to students with financial constraints.

The Context

In 2015, the Kerala govt. accorded sanction to start a new UG program, Economics with Islamic finance in the college. As Islamic Finance was a new subject, the teachers concerned thought about giving first-hand experience to students about the salient features of this alternative financial system. Teachers from Economics and Islamic Finance department in collaboration with interested faculty members from Arabic department took initiation to realize the idea into concrete form. The College Council evaluated the pros and cons of the proposal and were convinced of the idea and the noble principles behind. The college council approved the proposal and hence Al-Mabarra was officially launched with the inaugural ceremony held at MCC Auditorium on 15th November 2015.

The Practice

Department of Economics and Islamic Finance conducts lectures and seminars on the scope of Islamic finance in order to create an awareness among students on the merits of interest-free financial system. The coordinator of the Al-Mabarra introduces the system to students by explaining the salient features of the project and clearing all doubts and concerns about the system.

Al Mabarra volunteers encourage students from affluent background to deposit in this system. The student coordinator and Al Mabarra volunteers supervise to collect money from teachers and students on a weekly basis. The needy students can apply for loans in the prescribed forms. The class tutors concerned makes a preliminary enquiry and approves the eligibility of the students to avail loan. The applicants have to sign a written undertaking to the effect that the loan availed will be repaid as per the conditions. In cases when the borrower does not find means to repay the loan availed on time, the Al Mabarra governing body either extends the date or waives the loan as per requirement. Many students from poor economic background have used this facility in the previous years and it has helped all to learn by practice the efficacy and efficiency of the system.

Al-Mabarra has instituted an Annual Excellence Award to outstanding students to be awarded each year. Under the aegis of the Career Counseling Center in the campus competency tests are conducted to assess the performance level of the students. The winners of the first three positions are eligible for the Al-Mabarra Scholarship and the rest get certificates of participation.

The organizational structure of Al-Mabarra is as follows:

Chairman: (Senior Faculty or HoD)

Co- Ordinator: A faculty member from the Dept. of Arabic/Economics

Member: A faculty member

Student coordinator: UG Student

Head Cashier: Computer Assistant (Administrative staff)

An annual evaluation meeting is held at the end of the academic year in order to review the transactional summary of Al-Mabarra for the year. Suggestions to improve the activities are discussed in the meeting and all innovative ideas are usually entertained. The coordinator presents the report of activities and the executive body gives approval after necessary discussion. The financial statement of the year is subjected to internal audit and later submitted to an external auditor.

Evidence of Success

Al-Mabarra has been successful in implementing the envisaged alternative financial support system and the students have benefitted from it both financially and academically. The following report shows the summary of the financial activities undertaken by Al-Mabarra in the previous years.

Al Mabarra income and expenditure

year	Sl. No.	Item	Income		Expe
2016-17	1	Collection	72620		
	2	Scholarship Grant	9000		
	3	Loan/Students			51
	4	Loan/Teachers			40
	5	Scholarship			30
2017-18	6	Collection/Loan Repayment	69848		
	7	Loan/Students			60
	8	Loan/Teachers			15
	9	Scholarship			60
2018-19	10	Collection/Loan Repayment	90565		
	11	Loan/Students			60
	12	Loan/Teachers			15
2019-20	13	Collection/Loan Repayment	48012		
	14	Loan/Students			85
	15	Scholarship			30
Total			290045		339

Al- Mabarra activities were temporarily stalled due to Covid 19 related lockdown and restrictions during 2020-21 academic year. However a substantial amount was collected by the volunteers and utilized for distributing food kits to the families of students whose livelihood was seriously affected by the pandemic. The total amount spent on food kit amounts to Rs. 51500/-

Problems Encountered and Resources Required

As a college located in a rural area, most of the students are from financially backward families. Many of them deserve further financial and mental support to overcome their financial and personal problems. But limited availability of financial resource is the main problem faced by the project. However, the college is trying to mobilize more financial resources from well-wishers and alumni to continue the program.

2. EPIC

Title of the Practice - 'EPIC'- EMOTIONAL PARENTING AND INTEGRATIVE COUNSELLING

Objectives of the Practice

- Ensure the economic and social security of orphans and destitute students
- To uplift students from weak economic background and guide them for achieving excellent track record in education through scientific mentoring and counseling
- To stabilize the emotional intelligent quotient of the destitute and orphaned children.
- To Ensure the higher educational opportunities of orphans thus empowering them to lead productive lives.
- To instill empathy among the student community towards insecure fellow beings.
- To Envisage a developing framework including economic and social initiatives for the support of orphans.
- To create awareness among the people about the responsibility and necessity of caring the orphans.

The Context

The practice started as a purely students initiative. A group of students in the college approached college authority and expressed their willingness to support the inmates of the nearby orphanage in their physical, educational and emotional well-being. The IQAC took the matter seriously and decided to develop the idea into a practice after consulting the school authorities and the orphanage management. The result was the commencement of a unique practice named EPIC (Emotional Parenting and Integrative Counselling) on 10 August 2018 as a flagship project under the banner of IQAC. The project envisions the holistic development of a child by redefining his/her goals and attitude towards life and education.

The Practice

- In order to compensate the mental and intellectual deprivation and trauma of the destitute and orphan students, EPIC undertakes to nurture such students by building confidence and optimism in their hearts. In the initial stage IQAC team conducted **one day camp in the orphanage with the support of selected advanced students of the college**. The interaction helped to identify the problems faced by the destitute students. The strategy adopted to collect information was through informal one-to-one communication.
- EPIC team has a distinctive strategy to boost the emotional intelligence of children. Gifted students from each department are assigned as mentors to the orphans to ensure the acquisition of proper learning skills and concept formation faculties in languages, humanities, science and mathematics. IQAC appointed teacher mentor regularly monitors the mentoring and instructional modes and quality of the student mentoring.
- The initiative to open up the windows of the world to otherwise confined life of the destitute and orphaned children is the most rewarding practice of the EPIC. The teacher mentor along with the student mentors often take the children on a trip. Locations of academic and cultural interest are usually chosen for such trips. The trips and the itinerary were well planned to serve educational as well as entertainment purpose. This gives the students chance to learn from experience and grow themselves emotionally and intellectually with the EPIC team.
- Another EPIC practice is to arrange meetings with leaders, scholars, men of letters, scientists, academicians and entrepreneurs who interact with the children in an informal setting. The real-life stories of these successful men and women were highly inspiring and helped the children in goal setting and choosing programmes and career later.

Evidence of Success

- The college community and the inmates of the orphanage welcomed the practice with open arms

and they made it an *epic* one. The students in the orphanage are visibly satisfied with this practice and found themselves in a comfort zone in the presence of the EPIC team. They found emotional security and warmth in their second home with the student mentors from the college.

- The outcome of the practice is visible in quantitative and qualitative changes in the happiness level, emotional security and intellectual performance of the children. Getting opportunity to learn in the school of life with EPIC team, they have developed remarkable problem-solving skills. They have come to recognize that every individual has a unique place in this world, and that the world is not a bed of roses but there are thorns as well.

- Three years have elapsed since the EPIC started and this exclusive best practice of the IQAC has been appreciated by well-wishers, parents and society. We plan to continue the practice in the coming years in a more well defined and structured manner, involving professional counsellors and educationists.

Problems Encountered and Resources Required

The collective effort of IQAC to rejuvenate the orphans has indeed borne fruit as it is evident from the positive feedback so far gathered from the target community. Major impediments faced are the monetary and time constraints. The involvement of gifted students who volunteer to work for the uplift of the under privileged are often restricted by the hectic academic schedule of semester systems. It breaks the continuity of the student initiative. Lack of fund and other supporting resources also poses a threat to the completion of planned programs. Though we are trying to help them attain emotional maturity by adopting specific strategies, the attitude of the society is not often encouraging and this adversely affects the mental and psychological well-being of the children.

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:

Exploring Arabic as a tool for social change, national integration, global outlook and employability

The vision of the college is to grow as an excellent Education Centre in oriental languages and disciplines that disseminates knowledge, skills and values catalyzing the upward mobility of the minorities and marginalized sections in the backward region in Malappuram District. The college has lived up to its vision and mission ever since its inception in 1947. The priority and focus of the college have been to promote

and spread Arabic language and related disciplines with an objective to utilize the potential of the language for employability and empowerment of the marginalized and minority communities, especially Muslims from the region. In accordance with the lofty vision and mission, MUA College is dedicated to bring light of wisdom to the marginalized and socially backward sections.

Background: The college was established by the pioneering effort of MCC Abdu Rahman Moulavi, who was a renowned social reformer and Arabic scholar. The commencement of the college had historical social relevance and the vision of the founders of the institution was social reformation, renaissance and empowerment of the community through education. Their objective was to start an institution specialized in education and research in oriental languages and culture. Though the major focus was on Arabic language and literature, the founders envisioned a curriculum that included classical and modern texts in Arabic along with English, regional languages and social science desciplines.

Contribution to the spread of Arabic in South India

The Arabic colleges brought about a paradigm shift not only in the aims and objectives of teaching the language but also in the methodology of teaching. The potential of the language as an international language was fully explored. The commercial utility of the language and the employability aspect were also considered. The graduates and post graduates from the college have found placement as Arabic teachers in the Aided, Unaided and Government schools, colleges and university departments throughout the state. Hence, they became the flag bearers of the Arabic language in Kerala. Thousands of students learned the language through them.

Visibility in international forums

The college gets constant visibility in international academic forums and platforms. Faculties, students and alumni of the college often visit foreign countries to attend and present papers in various universities and institutions in Gulf countries. Our faculties also published academic papers and books with foreign publishers. Academic trips are organized by the college and delegations including teachers, students, research scholars and alumni are sent to Arab countries like UAE, KSA and Qatar in collaboration with educational agencies and universities.

In the last 5 years our delegation has regularly visited Sharjah International Bookfair where our team had opportunity to interact with famous writers and authors from more than 50 countries. After the popularization of virtual video conferencing platforms as an indirect pandemic impact, our teachers and students are actively taking part in almost all online conferences and online courses offered by universities in countries like Egypt, UAE, KSA, Morocco, Algeria, Iraq, Tunisia, Qatar, Bahrain, Jordan etc.

Research and Publication

The post graduate department of Arabic in the college was recognized as a research center in Arabic language and literature since June 2010. 13 research scholars completed their doctoral programme. Centre also publishes an international peer-reviewed research monthly titled AL-BAHS AL-ILMI since 2017. The PhD theses and research articles published on various topics related to Arabic language and literature, history, perspectives etc. has contributed immensely to the domain of knowledge in Arabic language and literature. 28 research scholars are doing Ph.D research work in the centre at present.

Jobs in MNCs and IT sector

Multi-National Corporations are now hiring potential employees who have mastery in Arabic and English with IT literacy. The career and placement cell of the college gives special orientation regarding the new opportunities for Arabic graduates and gives necessary skill trainings required. Many of them have found placements in Google, Facebook, Reuters etc. as process associates in the capacity of content reviewers, translators etc. Informatics centre in the college is a best place for attaining and improving skills in office automation and DTP in both Arabic and English.

Placement in the Middle East

The official language of the Middle East countries being Arabic, the mastery of our students in Arabic language has enabled them to get placement easily. A major chunk of our alumni is placed in Middle East companies in various capacities such as Translator, Manager, Public Relation Officer, Office Secretary, Business Executives, Personal Assistants to CEOs and Directors, Teachers in schools, colleges and universities, tourist guides, interpreters etc.

Document Translation Service

College extends professional support and expertise in the field of translation and interpretation. Experienced faculties serve as professional translators for many laborers and professions working in Arab countries. The college used to get a number of legal documents for translation from travel agencies and officials. The students in the college under the supervision of teachers undertake such translation works.

National Integration

  The institutional ambiance is secular and inclusive. Though the college is governed by a managing committee, admissions, appointments, curriculum design, examinations etc. are conducted as per the rules and regulations of the university and the government. College gives special emphasis to inculcate secular and pluralistic values of our country and enable the students to behave as responsible citizens. Days of national importance are observed in the college in order to foster patriotism among students. The involvement in the activities of NSS and other clubs inspire students to be active in the nation building process. The mastery in Arabic language that the students acquire on completion of their programme help them understand the true values of religion from the original source and they are committed to spread those values in the society.

File Description	Document
Link for appropriate web in the Institutional website	[View Document]()

5. CONCLUSION

Additional Information :

The college has a good legacy of academic and research activities. The alumni of the college have contributed immensely to the knowledge community by way of publishing books, translations, research articles and Ph.D. theses.

Concluding Remarks :

The distinctiveness of the college is its thrust and focus on the promotion of oriental language and culture, especially Arabic. The potential of Arabic as a language for cultural exchange, Indo- Arab relationship, employability etc. were well explored by the college. The transition of the college from a single discipline to multi discipline higher education institution is a big step in diversifying the academic endeavours in tune with the present needs of the society and the nation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 138 Answer after DVV Verification: 107 Remark : DVV has excluded duplicate students.
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)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
95	81	70	52	42

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
95	81	70	51	42

Remark : DVV has made the changes by looking at seats earmarked against admitted reserved students.

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	5	15	10	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	2	7	6	3

Remark : DVV has considering only research paper which has listed in UGC Care list/SCOPUS/Web Sciences.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	8	4	4	4

Answer After DVV Verification :

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

Remark : DVV has not considered Letter of Appreciation. DVV has not considered award received from Foundation and Club.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	10	7	4	8

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
22	10	7	4	8

Remark : DVV has excluded duplicate MoUs.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2.05	1.93	1.8	1.65	1.4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.05	1.93	1.80	1.65	1.41

Remark : DVV has made the changes as per library books addition.

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 : 107 Answer after DVV Verification: 105 Remark : DVV has made the changes as per shared logbook entries of users by HEI.

5.2.2	**Average percentage of students progressing to higher education during the last five years** 5.2.2.1. **Number of outgoing student progression to higher education during last five years** Answer before DVV Verification : 118 Answer after DVV Verification: 1 Remark : HEI has not shared relevant supporting documents.

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
31	37	23	21	21

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
19	13	10	16	17

Remark : DVV has not considered Hostel Day Celebrations Womens Day Celebrations Republic Day Celebrations Kumba Visit Independence Day Celebrations Reading Day Celebrations International Conference on "Emerging Trends in Islamic Finance" Arabic Day Celebrations Palitative Day Observance Reading Day Celebrations Stop Drugs: Anti Narcotive Awareness

	Programme Vayanude Rasavum Rahasyavum: Reading Day Proramme "Nation and Nationalism: An Analysis of Current Scenario of Indian politics".
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** 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** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	5	5	6	4

Answer After DVV Verification :

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

Remark : DVV has not considered programs of duration of less than 5 days.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	4	7	1	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
13	2	3	0	3

Remark : DVV has not considered programs of duration of less than 5 days.

6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)** 6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21.81	24.41	31.82	42.41	56

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
21.81	24.41	31.82	42.49	56.09

Remark : DVV has made the changes as per shared details of grants by HEI.

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** Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has considered C. 2 of the above as per shared report bY HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>22.84</td><td>36.23</td><td>35.82</td><td>35.21</td><td>36.38</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>12.91</td><td>22.37</td><td>22.50</td><td>19.66</td><td>22.33</td></tr></table>
1.3	**Number of Computers** Answer before DVV Verification : 60 Answer after DVV Verification : 73