



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		T.M Jacob Memorial Government College
• Name of the Head of the institution	Dr.Manilal K	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	0485 225 2280	
• Mobile no	9447693678	
• Registered e-mail	gcmanimalakunnu@yahoo.co.in	
• Alternate e-mail	gcmanimalakunnu@gmail.com	
• Address	Oliyappuram	
• City/Town	Koothattukulam	
• State/UT	Kerala	
• Pin Code	686662	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	Mahatma Gandhi University																		
• Name of the IQAC Coordinator	Dr. Radhakrishnan A N																		
• Phone No.	9447715004																		
• Alternate phone No.	9496343906																		
• Mobile	9447715004																		
• IQAC e-mail address	gcmanimalakunnuiqac@gmail.com																		
• Alternate Email address	rkphysics1983@gmail.com																		
3.Website address (Web link of the AQAR (Previous Academic Year))	http://tmjmgcm.ac.in/wp-content/uploads/sites/110/2024/04/Annual-Quality-Assurance-Report-AQAR-2021-2022.pdf																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	http://tmjmgcm.ac.in/wp-content/uploads/sites/110/2022/10/Academic-Calendar-2022-23.pdf																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>B</td> <td>2.44</td> <td>2018</td> <td>02/11/2018</td> <td>01/11/2023</td> </tr> <tr> <td>Cycle 1</td> <td>B</td> <td>2.42</td> <td>2008</td> <td>16/08/2008</td> <td>15/08/2013</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	B	2.44	2018	02/11/2018	01/11/2023	Cycle 1	B	2.42	2008	16/08/2008	15/08/2013
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 2	B	2.44	2018	02/11/2018	01/11/2023														
Cycle 1	B	2.42	2008	16/08/2008	15/08/2013														
6.Date of Establishment of IQAC	03/06/2008																		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Plan Fund	Govt. of Kerala	2022-23	4041256
Institutional 1	Non-plan Fund	Govt. of Kerala	2022-23	576964
Institutional 1	CDC Fund	Govt. of Kerala	2022-23	465500
Institutional 1	RUSA Fund	Central Government	2022-23	10000000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		

11. Significant contributions made by IQAC during the current year (maximum five bullets)
<p>Conducted a five day student induction programme for the first year undergraduate students of all programmes from 12-09-2022 to 14-09-2022. Successful establishment of Learning Management System In association with Jeevani Centre of the campus IQAC conducted a series of awareness programmes related to mental health and drug abuse Career orientation programme for final year UG and PG students</p>

was conducted by Career guidance cell in association with IQAC One day National Seminar on "Parliamentary Democracy and Marginalized Communities ; Seven decades of Indian experience" organized by department of Political Science and IQAC in association with Institute of Parliamentary Affairs, Govt. of Kerala

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

Plan of Action	Achievements/Outcomes
Student induction programme to be conducted incorporating awareness programmes on anti-narcotics	Conducted a five day student induction programme for the first year undergraduate students of all programmes from 12-09-2022 to 14-09-2022.
A training programme for teachers on Learning Management System to be organized	Conducted a training programme for teachers on Learning Management System
Feedback collection	Feedback collected using google forms
An internal academic audit to be conducted	An internal academic audit was conducted in March 2023
To arrange career orientation programme for final year UG and PG students	Career orientation programme for final year UG and PG students was conducted by Career guidance cell
Collection of applications of faculty members for CAS placement	Applications for CAS placement was verified and forwarded to Director of Collegiate Education for further action
To conduct awareness programmes related to mental health and drug abuse	In association with Jeevani Centre of the campus IQAC conducted a series of awareness programmes related to mental health and drug abuse

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	16/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	11/03/2024

15. Multidisciplinary / interdisciplinary

The institution is affiliated to Mahtma Gandhi University, kottayam and follows the curriculum designed by the university. The undergraduate programmes offered by our institution inculcate the importance of environmental awareness and protection of environmental resources through their curriculum. Also, the various open courses offered to final year students help them attain a holistic understanding of different aspects of multidisciplinary subjects. The college works towards empowering students with an in-depth understanding of various disciplines through interdisciplinary workshops, seminars and certificate courses.

16. Academic bank of credits (ABC):

As the college is an affiliated institution, ABC has to be initiated by the university. Through the Learning Management System, faculty members actively participate in developing their own curricula and pedagogical approaches within the framework that has been approved. To enrich their educational experience, students are encouraged to enroll in and successfully finish courses on online learning environments like Swayam and Coursera. Currently, students are able to obtain additional credits in NSS, NCC, athletics, and the fine arts.

17. Skill development:

Focus is placed on skill development at our institution so that students can achieve targeted competency levels. Under the direction of the Placement and Career Counseling Cell, the institution also offers capacity development programmes and skill inculcation training programmes to all final year undergraduate and postgraduate students. Many value-added courses are available to all undergraduate students to help them strengthen their talents. The college ensures the active involvement of students in Student Council, various Clubs and National Service Scheme to provide them opportunity to explore, discover and project their potential.

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

The institution takes pride in transferring our rich Indian heritage, culture and traditions to our students through curricular and extra-curricular activities. The national language Hindi is included in the curriculum. BA English and BA Malayalam programme have courses related to cultural studies. The faculties of our institution helped the students by sharing the various resources in our mother tongue, Malayalam and most of the classes were translated to Malayalam for increasing the understanding capability of our students. Malayalam department in association with IQAC organised 'Kerala Piravi' day celebrations and various indigenous artistic performances were presented in the function. Mathrubhasha Club celebrated the World Mother Language Day emphasising the need to preserve our mother tongue. Students actively participate in the Yoga training programme that the institution offers.

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

The academic progress of the students is analyzed based on observable and measurable outcomes. Programme outcomes, course outcomes and programme specific outcomes are incorporated in the teaching learning process and communicated to the students. Attainment of outcome is measured through direct and indirect parameters by which student performance is gauged, individual needs are identified and improvements are made. The curriculum framework has been designed to promote learning as well as perform in-depth analysis, interpretations and make confident presentations.

20.Distance education/online education:

During the post covid period, the students were directed to enroll in various online courses and programmes offered by Swayam portal and Coursera. The faculty members from various departments also participated in various online refresher courses and training programmes to enhance the skills and enrichment in their respective subjects. The institution provided technical training to the faculty so they could handle the online class sessions effectively. The Learning Management System Moodle has enhanced the online teaching learning experience. Most of the classrooms are ICT enabled to ensure interactive, effective and progressive learning.

Extended Profile**1.Programme**

1.1

279

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	View File	
2.Student		
2.1 Number of students during the year		562
File Description	Documents	
Institutional Data in Prescribed Format	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		136
File Description	Documents	
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		210
File Description	Documents	
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		43
File Description	Documents	
Data Template	View File	
3.2 Number of sanctioned posts during the year		0

File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	23
4.2 Total expenditure excluding salary during the year (INR in lakhs)	92.18438
4.3 Total number of computers on campus for academic purposes	90

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to Mahatma Gandhi University and we are following the curriculum and syllabi of the University for all undergraduate and postgraduate programmes. The programmes are under the choice based credit and semester (CBCS) based system. The university publishes the academic calendar at the beginning of the academic year and we follow the same. The syllabuses for the P.G programmes are well complimentary to the syllabi of CSIR -JRF /NET Exams. The academic programmes were well planned in accordance with the meetings and decisions taken in the academic council and as per the departmental timetable. The Heads of the departments allocate the various courses to the faculty members based on their expertise and areas of specialization. Curriculum delivery process starts with curriculum induction programme.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Internal Evaluation (CIE)

The institution completely adheres to the academic calendar published in the college in accordance with the university calendar. The academic calendar is published in the website of the university. The internal exams of the college were also well planned and the dates corresponding to the odd and even semesters were also earmarked in the academic calendar. After the internal examinations, the class PTAs were arranged and proper guidance and suggestions were given to the students. Most of the departments were arranged seminars/workshops well in advance and were also marked in the academic calendar. The major decisions were taken in the college council and academic council and based on the academic calendar the students and faculty members can plan the other activities well in advance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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

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

1.2 - Academic Flexibility

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

6

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

102

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The Institution is an affiliating college and attempts to inculcate

values and ethics among students through curricular as well as co-curricular activities. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through innumerable activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness. The ethics values among students were conveyed through coordinating different programmes such as gender sensitization programmes and workshops. Observance of Women's Day, Environmental education through projects, field work, and nature club activities etc. Moral and human values were endorsed through the activities organized by the units of NSS, and NSS in our college. Various programmes related to days relevant to national observance, value education and stress management programmes were conducted for the all-round development of the students. Perpetual values of unity in diversity, equality and gender empowerment were inculcated through the observance of Independence and Republic Day celebrations as well as through the activities of various clubs and societies, poster competitions and presentations.

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

224

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://tmjmgcm.ac.in/?page_id=1930
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

be classified as follows

and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://tmjmgcm.ac.in/?page_id=1930

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

202

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

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

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

73

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

2.2 - Catering to Student Diversity

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

The College has a mechanism to assess the learning levels of the students. An informal assessment is conducted through class room interactions and entry level test is conducted for all the students. Bridge course is offered to all students. After the bridge course,

the students are classified as slow learners and advanced learners and appropriate guidance are given to the slow learners and remedial classes are arranged. The evaluation process of the students are carried out in a continuous mode and the internal marks are awarded based on the marks obtained for the attendance, assignments/seminars and internal examinations conducted during each semester. Also, PTA of each classes are conducted after the assessment and evaluation. The advance learners are also supported by providing scholar support programmes and they are directed to attend the national/international seminars organized in nearby colleges as well as to attend the online training programmes and certificate courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
582	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The student centric approach blended with online and offline modes of teaching were implemented in the teaching process. The other programmes such as group discussions, workshops and seminars were also arranged to enhance the learning. The students were directed to attend the national/international seminars organized in our college and nearby colleges. As part of experiential learning, field visits/industrial visits/internships in industries were held to supplement classroom learning with real life experiences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The smart classrooms and ICT facilities help in improving the quality of the student-centered approach followed in class room teaching. Students are encouraged to submit and present ICT aided assignments/seminars on topics related to their subject of study. Good interaction and effective teacher-student relationship is maintained in all the departments. Study materials are shared by the teachers in the class Whatsapp groups and google class rooms. The academic progress of the students is monitored mainly by the class tutors. Test papers, assignments and internal exams are conducted periodically to evaluate the learning level of the students. Feedback from the students are collected, summarized, analyzed and communicated to the faculties in order to improve the quality of the teaching learning process. The Language lab is equipped with interactive CDs, DVD players, and computers for screening documentaries and visuals. Software like SPSS for Statistics and Economics and Photoshop and Coral Draw are used in Departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

39

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

2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

262

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The internal assesment of the institution is transparent and have a well functioning internal exam committee consisting of faculty from each department and principal as the convenor. In each semester the internal exams are conducted in a centralized manner and the internal marks of the students are calculated onthe basis of the marks scored in the internal examination too. The other factors contributing to the internal assesment are the attendance and assigments allotted to them.The internal marks are published by the concerned faculties and the students have the opportunity to submit their grievances and have the options to improve their performances

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

After the conduct of the internal examination, the internal marksof the students are published and made available to the studentsthrough the college notice board and through the student groups.Grievances raised by the students are resolved andfor the weak students additional examinations are conducted.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The programme and course outcomes for all programmes offered by the institute is well displayed on the website and is informed to the newly joined teachers and students at the beginning of the courses. The outcome of the programmes will also be evaluated at the end of the programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://tmjmgcm.ac.in/?page_id=439
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution follows the syllabi laid down by the Mahatma Gandhi university for all disciplines. It guarantees the accomplishment of the mentioned syllabi through a teaching plan, which will be provided to the students at the beginning of each academic sessions. The principal in coordination with the Head of the Department monitor the implementation of the assigned syllabus and timely completion of the prescribed syllabi. The outcome of the course will be assessed through the performance of the students and will be analysed at the end of each semester examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

153

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

2.7 - Student Satisfaction Survey

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

http://tmjmgcm.ac.in/?page_id=1818

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

7

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Most of the faculty members of our institution are PhD holders and few members have postdoctoral degree also. They are actively engaged in cross cutting edges of various disciplines of research and contribute towards the innovation and transfer of knowledge. The output of the innovation and research is evident from the various national and international publications of our faculty in well reputed journals. Dr Tojo Jose, Assistant Professor, Economics is maintaining a website on Indian Economy for the student fraternity who are attending various university exams and competitive exams. The website www.indianeconomy.net was launched in 2006 and provides online coverage of economy and finance related issues. It has been ranked in the top 10000 sites in India as per Alexa ranking in terms of popularity. The link classroom is one of the most searched by the student community on the topic. The Crypto Economic Lab is an ideation venture by the Department of Economics to make a foot into the opportunities offered by the crypto sector. The lab works with data analytics part of the crypto asset market and also searches

opportunities in the blockchain areas and asset management areas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.indianeconomy.net/

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

10

File Description	Documents
URL to the research page on HEI website	https://tmjmgcm.ac.in/?page_id=1470
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

18

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

As part of sensitizing students to social issues, an anti-drug campaign was organized by NCC which included an awareness rally, a flash mob and a marathon by NCC cadets. Gender equity awareness programmes were conducted by Women's Cell and Gender Justice Forum and mixed doubles tennis tournaments were conducted and an equity fest was organized. The NSS volunteers undertook the renovation work of HSS road and Attanickal - Kuttumpuram road, Mannathur as part of their community service program. A visit to kakkoor Kalavayal - the century old post harvest festival celebrated by the farmers of Kakkoor- organised by department of Malayalam was an attempt to sensitize the students to the culture and heritage of the locality and for their holistic development

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

1372

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

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

3.5 - Collaboration

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

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

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution is situated in a rural area of Ernakulam district and now the institution is under the process of major infrastructure development. A new academic block is being constructed under the RUSA scheme and a canteen has also been recently constructed. The class rooms available are well equipped with white boards and a few have smart boards. Most of the departments have LCD projectors and a few class rooms have in built LCD projectors. Science departments are also equipped with laboratory equipments need for the curriculum and they are in the process of modernization. Our college also have a common computer facility and a few departments have separate computer facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Our institution is not only enhancing the academic skills of the students, but also ensures the overall development of the students in terms of cultural and sports activities. We have a well-equipped indoor stadium and a 200 m track. Physical Education department has purchased new fitness equipments for gymnasium. Our students also display their talents in various cultural activities through their participation in arts festival, university competitions etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

15

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

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

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

77.24814

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of our college is recently renovated and having sufficient infrastructure facilities. Library The College has a well-

furnished partially automated Library with good number of books for all the programmes offered in the College. Specialized services provided by the library includes manuscripts, references, Inter Library Loan Service (ILL), photocopy facility, e-library solutions search, INFLIBNET and downloading. Regional and National Dailies and magazines are subscribed in the library. Book bank scheme, a unique feature of the library empowers every financially weak student the choice to keep books for study for a longer period than usual. National and International journals on most of the subjects taught in the College are made available. In addition to the main library, all departments are having separate library facility too. The Departments have libraries of their own from where students can easily borrow books pertaining to their specialized area of interest

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://tmjmgcm.ac.in/?page_id=1046

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

50

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

There are different digital technological facilities available in the college. The institution frequently updates the infrastructural facilities related to information technology and our college has full time access to the high-speed Wi-Fi system. There are three smart classrooms, one digitally equipped seminar hall, language lab and a well-equipped common computing facility. There is open access of Wi-Fi connectivity to all students. CCTV is installed in most of the class rooms.

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

4.3.2 - Number of Computers

104

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

14.93624

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The physical, academic and support facilities as well as the items required for the library, sports complex, computers etc. are purchased through a well-defined procedure. The proposals submitted from each department will be scrutinized and quotations will be accepted, finalized and presented before the purchase committee constituted in our college. The maintenance of the facilities available also processes in a similar manner. The purchase and

maintenance of the items are procured through various funding agencies such as RUSA, plan fund and CDC.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

537

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

16

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

47

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

3

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

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

Our institution ensures the representation of students in various activities of the college especially in various administrative, co-curricular and extracurricular activities. The college has a well-functioning 'College Union' comprising of student representatives elected purely on democratic lines. The presidential system of direct voting is the procedure adopted for electing representatives to the student's union. The college strictly follows the procedure right from election notification to the counting of votes and finally the Oath-taking ceremony. The college union includes posts such as Chairperson, Vice Chairperson, General Secretary, Arts club Secretary, Student Editor, Councilors to the Mahatma Gandhi University Union, lady representative, representatives and other representatives of each class. The college union addresses student issues. The Student Union helps students to share ideas, interests, and concerns with teachers and principal. They are active in organizing arts fest, sports meet and other cultural programmes on various occasions under the guidance of a staff advisor appointed by the principal. Student representatives have been included in major decision framing and strategy making bodies and grievance redressal cells. Two academically brilliant postgraduate students are nominated to the IQAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

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

12

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The College has a registered Alumni, "Old Students Association of Government College Manimalakkunnu" (OSAGCM) with Reg No. EKM/TC/58/2020 dated 22-01-2020. The Alumni Association aims to promote interaction and networking among the Alumni of the institution. It has been successfully carrying out its goals and objectives since its inception and has been instrumental in conducting many Alumni meets of previous batches. The association is governed by an Executive Committee that consists of a President, Vice Presidents, Secretary, Joint Secretaries, Treasurer and other members. Every outgoing student will be automatically registered as the alumni of our institution. Alumni Association. The Alumni Association actively participates in the development programmes of the college. The Alumni association donated a water cooler to the college which was installed in the ground floor.

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

5.4.2 - Alumni contribution during the year **E. <1Lakhs** (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision of the college is to impart higher education to all, especially the less privileged sections of the society, and to create in students an integrated vision of education and of life. The governance and leadership of the institution is in accordance with its vision and mission and it is visible in various institutional practices such as decentralisation and participation in the institutional governance.

- Involvement and leadership of College Council and its decision on various academic and administrative matters.
- Involvement of student representatives in various matters
- Involvement of PTA ensures the parent's cooperation in running the institution
- Student Concession drive was an initiative by the college to support concessional conveyance for the students, as most of the students come from rural areas and their transportation was an important area to be addressed. Hence, college procured application from the students for concession and submitted them to the RTO Muvattupuzha and arranged concession cards.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The mechanism present in our institution provides autonomy and distributed responsibility to various functionaries to ensure a proper distribution in the governance system. Principal of our

institution is the ultimate authority who monitors and supervises the activities of the institution. Principal in consultation with the college' Council nominates various committees for planning and executing both the academic and non academic administration and related policies. The college council, academic committee and the IQAC unanimously take the decisions on different matters which are relevant. Other committees include Admission committee, Internal Examination committee, Library committee, Student Union Election Committee, Discipline committee, Canteen committee etc and all these committees are also constituted in accordance with government guidelines. The other important committees in our institution includes RUSA, Internal Complaints Committee, Counselling and Career Guidance and Placement Unit, Grievance Redressal Cell and Anti Ragging Committee. Students' union with the advice from union advisor coordinates programmes and initiating campaigns that are beneficial for the overall development of the students. Also the class representatives and association secretaries represent the interests and voice of different classes and streams.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is governed by government rules as it comes directly under the DCE. Appointment is by merit oriented PSC recruitment. Part time faculties are appointed under strict government norms with external subject experts and are selected from DD registered candidates with prescribed qualifications after a press notified interview. Temporary assistants like sweepers are selected from the list given by the Kudumbasree with the participation of the local bodies. The College Canteen is run by Kudumbasree with the participation of Local Panchayath. Efficiency and decentralisation are main criteria that govern appointment, administration, procurement of items. Various committees like Purchase committee, Planning Committee, Canteen Committee etc. ensure the institutional development plan. Each year, plan fund proposals are procured from every department, library and general in accordance with the strategic priorities to enhance infrastructure and to create new assets for the development of the institution. Each year, the government provides development and maintenance grants and is

effectively deployed by purchasing items through GEM or e-tender. All these activities are audited by government auditors. The colleges' activities and functioning are audited by DCE, Government of Kerala and Accountant General's Office Kottayam. Faculty attendance is recorded by biometric punching.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Our institution has a mechanism of providing autonomy and distributed responsibility to various functionaries to ensure a decentralized governance system. Principal in consultation with the College Council nominates different committees for planning and implementation of different academic and administrative policies. The composition of different committees is changed annually to ensure academic and professional development of faculty members. The college comes under the Directorate of Collegiate Education, Govt. of Kerala. Appointment of faculty is through PSC recruitment. Part time faculties are selected from DC registered candidates with prescribed qualifications after a press notified interview. Temporary assistant like sweepers are selected from the list given by the Kudumbasree. The College Canteen is run by Kudumbasree with the participation of Local Panchayath. Each year, plan fund proposals are procured from each Department, library and office in accordance with the strategic priorities for the development of the institution. Each year, the government provides development and maintenance grants and is effectively deployed by purchasing items through GEM or e tender. All these activities are audited by government auditors. The colleges' activities and functioning are audited by DCE, Government of Kerala and Accountant General's Office Kottayam. Faculty attendance and work are regulated by biometric punching.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://tmjmgcm.ac.in/?page_id=1708
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution follows effective welfare measures for teaching and nonteaching staff based on government regulations. Following are the main welfare support measures for the teaching and non-teaching staff.

- Pension benefits to teaching and non-teaching staff
- Medical insurance under Kerala Medicep.
- Casual leaves
- Advance salary for festivals or special needs.
- Earned leave for non-teaching staff.
- Medical leaves for staff
- Half Pay Leave
- Benefit of lien
- PF loans
- Special leaves (Additional Casual leave) for during Covid
- Maternity leaves
- Child care leaves
- Paternity Leave

Staff club of the college functions with the intension to provide welfare to the staff. It conducts various activities such as send-off functions, Onam, Christmas, New year functions, Staff tour etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The appointment of faculty members are purely based on UGC guidelines and were appointed by the government of Kerala. All the government rules and regulations as well as the university guidelines are followed for the appointment. Courses are shared or assigned among the faculty members in a department based on their expertise in particular courses and choice. The placement and promotion of the faculty members are based on the guidelines provided as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018. The Annual Performance Assessment Report (APAR) of each faculty was prepared and the same was considered at the time of placement. The appointment and promotion of non teaching staff is also purely based on government rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The financial management of the college is in accordance with the Kerala government regulations. Salary to the staff is directly provided by the government. Development expenditures are met through Plan Fund allocation and other direct assistance by the government of Kerala. RUSA Fund is also availed for construction, renovation and purchase. Development assistance under KIFB is availed by the college for the construction of building. PTA fund is mobilised from the students to meet the various contingency expenditures related to the student welfare. All expenditure and receipts are audited by the Government of Kerala. PTA activities are audited by an external auditor. Purchase of items is made through GEM. The salary to temporary faculty (only one or two temporary faculty usually) are provided by the government of Kerala.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The major funding received by our instituton includes Plan Fund, RUSA fund, CDC Fund, PTA, and alumni. The functioning of various programmes run by the college are funded by these funding agencies The college persistently attempts to gain maximum funds from the funding agencies by the effectual utilization and judicious submission of accounts and utilization certificates. The optimum and effective use of available financial resources is ensured through discussion and decisions. The proposals received from each departments were examined and sanction the financial assistance Each department and various organizations of the college submit project proposals and required financial assistance to the corresponding departments will be sanctioned by the principal Once funds are sanctioned, the college council is convened immediately. The College Council takes special attention to fully utilize the sanctioned funds. It regularly monitors the progress of fund utilization each year. The purchase procedures of the college is monitored by the purchase committee constituted in the college and will assure the quality of computers and other equipments/chemicals purchased

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell of our college contributed significantly to the various activities of our college. During the commencement of the undergraduate programme IQAC organized five day induction programme, which helps the students to understand about the infrastructure and various activities of our college. This programme also motivates the students to excel in their higher education. IQAC organized a two day training programme for the teaching faculty of the college on Learning Managment System based on Moodle platform. IQAC in association with the department of Political Science and Institute of Parliamentary Affairs, Govt. of Kerala organized a one day National Seminar on " Parliamentary Democracy and Marginalised Communities: Seven Decades of Indian Experience".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC functioning in our college regularly arrange meetings and discussions related to the teaching learning process. IQAC organized a two day training programme for the teaching faculty of the college on Learning Management System based on Moodle. The faculty were encouraged to utilize the full potential of the LMS of the College. The results of each departments are analyzed after the announcement of the university results and measures are implemented to enhance the pass percentage. Also our college honours the shining stars of our college who have made promising contributions in academics as well as other extracurricular activities. An internal audit is also performed by the team members of the IQAC for the evaluation of related datas required for AQAR filing process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Justice Forum and the College Women Cell take the initiative of conducting various programmes and awareness sessions for the students. The Women Cell has a Training Wing, Cultural Wing and Community Intervention Wing, each performing its own functions. The manuscript magazine "Avalidam" compiled by the members of the Women Cell was released on 30/03/2023. Programmes for promotion of gender equity :

1. Class campaign for promoting gender equity
2. Mixed doubles tournament in collaboration with the Physical Education Department
3. seminar on "Gender Equality for Social Development"
4. Training program on "Embrace Equity - Gender Sensitization Training Program on Equalising the Differences"
5. Equity fest comprising various competitions such as poster designing, pencil drawing collage and debate on Gender Equality theme
6. Talk on the topic 'Exploring the Horizons of Gender
7. Programme "Sustainable Menstruation: Need of the hour".
8. " Zumba for Wellness" workshop in collaboration with Physical Education Department
9. Talk on the topic "Dealing with Gaslighting" in connection with International Women's Day
10. Three programmes for boys on the topic of "Gender Sensitization"

I. Curricular Inclusions

- 4 courses addressing gender
- 60 % of girl students and 64% of female faculty.
- Women faculty in administrative positions

File Description	Documents
Annual gender sensitization action plan	To conduct Class campaigns, Mixed doubles tournaments, Seminars, Training programs, Equity fest, Zumba workshops and Expert talks to promote gender equity in the campus
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	30 surveillance cameras, Girls' Hostel with security personnel. Counselling Centre Sick Room, Rest Room Sanitary pad vending machine, incinerator etc.

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college has an ethical responsibility in reducing waste generation. For this the college is maintaining an effective ecofriendly waste management mechanism. Waste management policy is strictly maintained in the campus by following all the procedures involved in the effective disposal of waste. The main steps in the waste management include:

- Segregation of waste
- Handling of waste
- Disposal of waste

Liquid Waste management

- Introduced effective waste management in laboratories

Solid Waste management

- Ban on single-use plastic
- Bio-gas plant
- Colour-coded waste bins
- Flex displays are replaced by cloth banners and digital displays
- Styrofoam plates and glasses are replaced by steel
- Proper collection and disposal of solid wastes
- Cleaning drives

E-waste Management

- Refilling of laser toners instead of replacement
- Upgrading of monitors
- LCD/LED Usage of Rechargeable batteries

Hazardous Chemical Waste Management

- Green chemistry policy is followed

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

B. Any 3 of the above

5.

Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college has a student population from different places and diverse cultural, social and economic backgrounds. The College nurtures an inclusive environment, by transcending differences and fostering harmony towards cultural, regional, linguistic, communal and socio-economic diversities.

- Reservation to disadvantaged sections , economically and physically challenged groups enable the campus to foster a healthy inclusive atmosphere.
- Equal opportunity for all students in the curricular and extra- curricular activities .
- • A 3-day student induction programme for freshers helps to overcome regional, social and cultural differences among students.
- The institution's well-articulated Code of Conduct, Gender Equity, Grievance Redressal and Community Extension Activities are formal efforts to foster inclusiveness.
- The committees constituted in the campus like Grievance Redressal Cell, Anti Sexual Harassment Cell, Internal Complaint Committee, Minority Cell, SC/ST Cell, AntiRagging Cell, Discipline Committee and Student Welfare Committee ensure justice, equality and inclusiveness of all in the Campus
- The observation of Independence Day, Republic day, International Yoga Day, Kargil Vijay Divas instil patriotism and harmony in students.

- Campus radio programme called "Campus Jingles" give opportunities for students to voice their opinions.
- Students are equipped to celebrate the socio-cultural diversity and to develop love and concern for fellow beings.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The College believes that it is its responsibility to inculcate constitutional values in students and members of the staff. It takes different measures to make them understand, respect and follow constitutional values and principles.

- College organizes induction programme at the commencement of each academic year.
- Incorporation of constitutional values in curriculum
- Celebration of Independence Day, Republic Day, Environment Day.
- Cleaning drive and Gender activities.
- Electing student representatives through presidential mode, thereby making students participate in the democratic process.
- Engagement with the local community.

The active participation of students in NCC and NSS and various activities conducted by them help in promoting the constitutional values of Equality, Tolerance, Fraternity and unity in diversity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Student induction programme , Celebration of Independence Day, Republic Day, Environment Day.Cleaning drive and Gender activities.
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, D. Any 1 of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

The institution observes and celebrates days of days of regional, national and international significance to promote Nationhood and foster harmony.

- The staff and students of the Department of Malayalam celebrates Kerala Piravi annually with great enthusiasm.
- Vayanadinam (Reading Day 19th June) is observed annually.
- Onam, the regional festival of Kerala and Christmas are celebrated with festivities and colour.
- On Teachers Day students express their respect and gratitude towards teachers.
- Gandhi Jayanthi celebration is led by NSS of the college.
- Independence Day and Republic Day are ceremoniously observed by the NCC cadets. Their parade and cultural programmes are the highlights of the day.
- International Women's Day is also celebrated annually with women empowerment programmes by the Women Cell.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE 1: LEARNING MANAGEMENT SYSTEM OBJECTIVES

- To provide access to resources and materials anytime, anywhere.
- To promote an all-inclusive approach in teaching and learning.

CONTEXT Outbreak of the Covid pandemic necessitated the implementation of online methods. THE PRACTICE The LMS platforms allowed the faculty to create course content and conduct periodic assessments. Students could access the course material, submit assignments and participate in discussions. EVIDENCE OF SUCCESS The LMS platforms improved student engagement and academic performance. PROBLEMS ENCOUNTERED Lack of digital literacy among students. BEST PRACTICE 2: ORGANIC FARMING OBJECTIVES

- To foster environmental awareness and to inspire a sense of responsibility among the youth.
- To expose students to real-life situations and to create awareness on sustainable agricultural practices.

THE PRACTICE All the students of the college are participants in the organic farming programme, practising it in the college as well as in their houses. As part of the curriculum too, the students are attending a MOOC course on Organic Farming. EVIDENCE OF SUCCESS The production of nutritious food by themselves was an encouragement to the students. PROBLEMS ENCOUNTERED Some problems encountered were difficulty in pest and disease management without the use of synthetic pesticides

File Description	Documents
Best practices in the Institutional website	https://tmjmgcm.ac.in/?page_id=1681
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The college makes meticulous efforts in line with our vision and mission to impart quality higher education to all, especially the less privileged sections of the society and to create in students an integrated vision of education and of life. The institution is committed towards educating and creating livelihood opportunities for the rural population in and around Koothattukulam. Service Learning and Eco-centric Learning are part of our Multifaceted Learning approach. In Service Learning, the students go through experiential education through community engagement, linking personal and social development with academic and cognitive development. Eco-centric Learning centres on exploration of nature and engaging with the soil. The institution fosters an all-inclusive approach, encompassing diversities. Reservation to disadvantaged sections and differently abled students enable the campus to foster a very healthy inclusive atmosphere. Gender Justice Forum of the College ensures creating awareness regarding gender equality and challenging stereotypes. Membership in NSS, NCC and clubs like music club, literary club, birds club and painting club promote the idea of inclusion and ensures the emotional, physical and intellectual wellbeing. The college gives equal importance to promoting the artistic talents of the students and many of our students consistently bagged prizes in the university youth festivals.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to Mahatma Gandhi University and we are following the curriculum and syllabi of the University for all undergraduate and postgraduate programmes. The programmes are under the choice based credit and semester (CBCS) based system. The university publishes the academic calendar at the beginning of the academic year and we follow the same. The syllabuses for the P.G programmes are well complimentary to the syllabi of CSIR -JRF /NET exams. The academic programmes were well planned in accordance with the meetings and decisions taken in the academic council and as per the departmental timetable. The Heads of the departments allocate the various courses to the faculty members based on their expertise and areas of specialization. Curriculum delivery process starts with curriculum induction programme.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution completely adheres to the academic calendar published in the college in accordance with the university calendar. The academic calendar is published in the website of the university. The internal exams of the college were also well planned and the dates corresponding to the odd and even semesters were also earmarked in the academic calendar. After the internal examinations, the class PTAs were arranged and proper guidance and suggestions were given to the students. Most of the departments were arranged seminars/workshops well in advance and were also marked in the academic calendar. The major decisions were taken in the college council and academic council and based on the academic calendar the students and faculty members can plan the other activities well in advance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

6

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

102

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

The Institution is an affiliating college and attempts to inculcate values and ethics among students through curricular as well as co-curricular activities. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through innumerable activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness. The ethics values among students were conveyed through coordinating different programmes such as gender sensitization programmes and workshops. Observance of Women's Day, Environmental education through projects, field work, and nature club activities etc. Moral and human values were endorsed through the activities organized by the units of NSS, and NSS in our college. Various programmes related to days relevant to national observance, value education and stress management

programmes were conducted for the all-round development of the students. Perpetual values of unity in diversity, equality and gender empowerment were inculcated through the observance of Independence and Republic Day celebrations as well as through the activities of various clubs and societies, poster competitions and presentations.

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

224

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://tmjmgcm.ac.in/?page_id=1930
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://tmjmgcm.ac.in/?page_id=1930

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

202

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

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

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

73

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

2.2 - Catering to Student Diversity

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

The College has a mechanism to assess the learning levels of the students. An informal assessment is conducted through class room interactions and entry level test is conducted for all the students. Bridge course is offered to all students. After the bridge course, the students are classified as slow learners and advanced learners and appropriate guidance are given to the slow learners and remedial classes are arranged. The evaluation process of the students are carried out in a continuous mode and the internal marks are awarded based on the marks obtained for the attendance, assignments/seminars and internal examinations conducted during each semester. Also, PTA of each classes are conducted after the assesment and evaluation. The advance learners are also supported by providing scholar support programmes and they are directed to attend the national/international seminars organized in nearby colleges as well as to attend the online training programmes and certificate courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
582	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The student centric approach blended with online and offline modes of teaching were implemented in the teaching process. The other programmes such as group discussions, workshops and seminars were also arranged to enhance the learning. The students were directed to attend the national/international seminars organized in our college and nearby colleges. As part of experiential learning, field visits/industrial visits/internships in industries were held to supplement classroom learning with real life experiences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The smart classrooms and ICT facilities help in improving the quality of the student-centered approach followed in classroom teaching. Students are encouraged to submit and present ICT aided assignments/seminars on topics related to their subject of study. Good interaction and effective teacher-student relationship

is maintained in all the departments. Study materials are shared by the teachers in the class Whatsapp groups and google class rooms. The academic progress of the students is monitored mainly by theclass tutors. Test papers, assignments and internal exams areconducted periodically to evaluate the learning level of thestudents. Feedback from the students are collected, summarized,analyzed and communicated to the faculties in order to improve thequality of the teaching learning process.The Language lab isequiped with interactive CDs, DVD players, and computers forscreening documentaries and visuals. Software like SPSS for Statistics andEconomics andPhotoshop and Coral Draw are used in Departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

39

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

2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

262

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The internal assessment of the institution is transparent and have a well functioning internal exam committee consisting of faculty from each department and principal as the convenor. In each semester the internal exams are conducted in a centralized manner and the internal marks of the students are calculated on the basis of the marks scored in the internal examination too. The other factors contributing to the internal assessment are the attendance and assignments allotted to them. The internal marks are published by the concerned faculties and the students have the opportunity to submit their grievances and have the options to improve their performances

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

After the conduct of the internal examination, the internal marks of the students are published and made available to the students through the college notice board and through the student groups. Grievances raised by the students are resolved and for the weak students additional examinations are conducted.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The programme and course outcomes for all programmes offered by the institute is well displayed on the website and is informed to the newly joined teachers and students at the beginning of the courses. The outcome of the programmes will also be evaluated at the end of the programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://tmjmgcm.ac.in/?page_id=439
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution follows the syllabi laid down by the Mahatma Gandhi university for all disciplines. It guarantees the accomplishment of the mentioned syllabi through a teaching plan, which will be provided to the students at the beginning of each academic sessions. The principal in coordination with the Head of the Department monitor the implementation of the assigned syllabus and timely completion of the prescribed syllabi. The outcome of the course will be assessed through the performance of the students and will be analysed at the end of each semester examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

153

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

2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
http://tmjmgcm.ac.in/?page_id=1818	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
7	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Most of the faculty members of our institution are PhD holders and few members have postdoctoral degree also. They are actively engaged in cross cutting edges of various disciplines of research and contribute towards the innovation and transfer of knowledge. The output of the innovation and research is evident from the various national and international publications of our faculty in well reputed journals. Dr Tojo Jose, Assistant Professor, Economics is maintaining a website on Indian Economy for the student fraternity who are attending various university exams and competitive exams. The website www.indianeconomy.net was launched in 2006 and provides online coverage of economy and finance related issues. It has been ranked in the top 10000 sites in India as per Alexa ranking in terms of popularity. The link classroom is one of the most searched by the student community on the topic. The Crypto Economic Lab is an ideation venture by the Department of Economics to make a foot into the opportunities offered by the crypto sector. The lab works with data analytics part of the crypto asset market and also searches opportunities in the blockchain areas and asset management areas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.indianeconomy.net/

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

10

File Description	Documents
URL to the research page on HEI website	https://tmjmgcm.ac.in/?page_id=1470
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

18

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

As part of sensitizing students to social issues, an anti-drug campaign was organized by NCC which included an awareness rally, a flash mob and a marathon by NCC cadets. Gender equity awareness programmes were conducted by Women's Cell and Gender Justice Forum and mixed doubles tennis tournaments were conducted and an equity fest was organized. The NSS volunteers undertook the renovation work of HSS road and Attanickal - Kuttumpuram road, Mannathur as part of their community service program. A visit to kakkoor Kalavayal - the centenary old post harvest festival celebrated by the farmers of Kakkoor- organised by department of Malayalam was an attempt to sensitize the students to the culture and heritage of the locality and for their holistic development

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

1372

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

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

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

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

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

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Our institution is situated in a rural area of Ernakulam district and now the institution is under the process of major infrastructure development. A new academic block is being

constructed under the RUSA scheme and a canteen has also been recently constructed. The class rooms available are well equipped with white boards and a few have smart boards. Most of the departments have LCD projectors and a few class rooms have in built LCD projectors. Science departments are also equipped with laboratory equipments need for the curriculum and they are in the process of modernization. Our college also have a common computer facility and a few departments have separate computer facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Our institution is not only enhancing the academic skills of the students, but also ensures the overall development of the students in terms of cultural and sports activities. We have a well-equipped indoor stadium and a 200 m track. Physical Education department has purchased new fitness equipments for gymnasium. Our students also display their talents in various cultural activities through their participation in arts festival, university competitions etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

15

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

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

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

77.24814

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of our college is recently renovated and having sufficient infrastructure facilities. Library The College has a well-furnished partially automated Library with good number of books for all the programmes offered in the College. Specialized services provided by the library includes manuscripts, references, Inter Library Loan Service (ILL), photocopy facility, e-library solutions search, INFLIBNET and downloading. Regional and National Dailies and magazines are subscribed in the library. Book bank scheme, a unique feature of the library empowers every financially week student the choice to keep books for study for a longer period than usual. National and International journals on most of the subjects taught in the College are made available. In addition to the main library, all departments are having separate library facility too. The Departments have libraries of their own

from where students can easily borrow books pertaining to their specialized area of interest

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://tmjmgcm.ac.in/?page_id=1046

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

50

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

There are different digital technological facilities available in the college. The institution frequently updates the infrastructural facilities related to information technology and our college has full time access to the high-speed Wi-Fi system. There are three smart classrooms, one digitally equipped seminar hall, language lab and a well-equipped common computing facility. There is open access of Wi-Fi connectivity to all students. CCTV is installed in most of the class rooms.

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

4.3.2 - Number of Computers

104

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

14.93624

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The physical, academic and support facilities as well as the items required for the library, sports complex, computers etc. are purchased through a well-defined procedure. The proposals submitted from each department will be scrutinized and quotations will be accepted, finalized and presented before the purchase committee constituted in our college. The maintenance of the facilities available also processes in a similar manner. The purchase and maintenance of the items are procured through various funding agencies such as RUSA, plan fund and CDC.

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

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
537	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

16

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

47

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

3

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

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

Our institution ensures the representation of students in various activities of the college especially in various administrative, co- curricular and extracurricular activities. The college has a

well-functioning 'College Union' comprising of student representatives elected purely on democratic lines. The presidential system of direct voting is the procedure adopted for electing representatives to the student's union. The college strictly follows the procedure right from election notification to the counting of votes and finally the Oathtaking ceremony. The college union includes posts such as Chairperson, Vice Chairperson, General Secretary, Arts club Secretary, Student Editor, Councilors to the Mahatma Gandhi University Union, lady representative, representatives and other representatives of each class. The college union addresses student issues. The Student Union helps students to share ideas, interests, and concerns with teachers and principal. They are active in organizing arts fest, sports meet and other cultural programmes on various occasions under the guidance of a staff advisor appointed by the principal. Student representatives have been included in major decision framing and strategy making bodies and grievance redressal cells. Two academically brilliant postgraduate students are nominated to the IQAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

12

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The College has a registered Alumni, "Old Students Association of Government College Manimalakkunnu" (OSAGCM) with Reg No. EKM/TC/58/2020 dated 22-01-2020. The Alumni Association aims to promote interaction and networking among the Alumni of the institution. It has been successfully carrying out its goals and objectives since its inception and has been instrumental in conducting many Alumni meets of previous batches. The association is governed by an Executive Committee that consists of a President, Vice Presidents, Secretary, Joint Secretaries, Treasurer and other members. Every outgoing student will be automatically registered as the alumni of our institution. Alumni Association. The Alumni Association actively participates in the development programmes of the college. The Alumni association donated a water cooler to the college which was installed in the ground floor.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision of the college is to impart higher education to all, especially the less privileged sections of the society, and to create in students an integrated vision of education and of life. The governance and leadership of the institution is in accordance with its vision and mission and it is visible in various

institutional practices such as decentralisation and participation in the institutional governance.

- Involvement and leadership of College Council and its decision on various academic and administrative matters.
- Involvement of student representatives in various matters
- Involvement of PTA ensures the parent's cooperation in running the institution
- Student Concession drive was an initiative by the college to support concessional conveyance for the students, as most of the students come from rural areas and their transportation was an important area to be addressed. Hence, college procured application from the students for concession and submitted them to the RTO Muvattupuzha and arranged concession cards.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The mechanism present in our institution provides autonomy and distributed responsibility to various functionaries to ensure a proper distribution in the governance system. Principal of our institution is the ultimate authority who monitors and supervises the activities of the institution. Principal in consultation with the college' Council nominates various committees for planning and executing both the academic and non academic administration and related policies. The college council, academic committee and the IQAC unanimously take the decisions on different matters which are relevant. Other committees include Admission committee, Internal Examination committee, Library committee, Student Union Election Committee, Discipline committee, Canteen committee etc and all these committees are also constituted in accordance with government guidelines. The other important committees in our institution includes RUSA, Internal Complaints Committee, Counselling and Career Guidance and Placement Unit, Grievance Redressal Cell and Anti Ragging Committee. Students' union with the advice from union advisor coordinates programmes and initiating campaigns that are beneficial for the overall development of the students. Also the class representatives and

association secretaries represent the interests and voice of different classes and streams.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is governed by government rules as it comes directly under the DCE. Appointment is by merit oriented PSC recruitment. Part time faculties are appointed under strict government norms with external subject experts and are selected from DD registered candidates with prescribed qualifications after a press notified interview. Temporary assistants like sweepers are selected from the list given by the Kudumbasree with the participation of the local bodies. The College Canteen is run by Kudumbasree with the participation of Local Panchayath. Efficiency and decentralisation are main criteria that govern appointment, administration, procurement of items. Various committees like Purchase committee, Planning Committee, Canteen Committee etc. ensure the institutional development plan. Each year, plan fund proposals are procured from every department, library and general in accordance with the strategic priorities to enhance infrastructure and to create new assets for the development of the institution. Each year, the government provides development and maintenance grants and is effectively deployed by purchasing items through GEM or e-tender. All these activities are audited by government auditors. The colleges' activities and functioning are audited by DCE, Government of Kerala and Accountant General's Office Kottayam. Faculty attendance is recorded by biometric punching.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Our institution has a mechanism of providing autonomy and distributed responsibility to various functionaries to ensure a decentralized governance system. Principal in consultation with the College Council nominates different committees for planning and implementation of different academic and administrative policies. The composition of different committees is changed annually to ensure academic and professional development of faculty members. The college comes under the Directorate of Collegiate Education, Govt. of Kerala. Appointment of faculty is through PSC recruitment. Part time faculties are selected from DC registered candidates with prescribed qualifications after a press notified interview. Temporary assistant like sweepers are selected from the list given by the Kudumbasree. The College Canteen is run by Kudumbasree with the participation of Local Panchayath. Each year, plan fund proposals are procured from each Department, library and office in accordance with the strategic priorities for the development of the institution. Each year, the government provides development and maintenance grants and is effectively deployed by purchasing items through GEM or e tender. All these activities are audited by government auditors. The colleges' activities and functioning are audited by DCE, Government of Kerala and Accountant General's Office Kottayam. Faculty attendance and work are regulated by biometric punching.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://tmjmgcm.ac.in/?page_id=1708
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution follows effective welfare measures for teaching and nonteaching staff based on government regulations. Following are the main welfare support measures for the teaching and non-teaching staff. • Pension benefits to teaching and non-teaching staff • Medical insurance under Kerala Medicep. • Casual leaves • Advance salary for festivals or special needs. • Earned leave for non-teaching staff. • Medical leaves for staff • Half Pay Leave • Benefit of lien • PF loans • Special leaves (Additional Casual leave) for during Covid • Maternity leaves • Child care leaves • Paternity Leave Staff club of the college functions with the intension to provide welfare to the staff. It conducts various activities such as send-off functions, Onam, Christmas, New year functions, Staff tour etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The appointment of faculty members are purely based on UGC guidelines and were appointed by the government of Kerala. All the government rules and regulations as well as the university guidelines are followed for the appointment. Courses are shared or assigned among the faculty members in a department based on their expertise in particular courses and choice. The placement and promotion of the faculty members are based on the guidelines provided as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018. The Annual Performance Assessment Report (APAR) of each faculty was prepared and the same was considered at the time of placement. The appointment and promotion of non teaching staff is also purely based on government rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The financial management of the college is in accordance with the

Kerala government regulations. Salary to the staff is directly provided by the government. Development expenditures are met through Plan Fund allocation and other direct assistance by the government of Kerala. RUSA Fund is also availed for construction, renovation and purchase. Development assistance under KIFB is availed by the college for the construction of building. PTA fund is mobilised from the students to meet the various contingency expenditures related to the student welfare. All expenditure and receipts are audited by the Government of Kerala. PTA activities are audited by an external auditor. Purchase of items is made through GEM. The salary to temporary faculty (only one or two temporary faculty usually) are provided by the government of Kerala.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The major funding received by our instituton includes Plan Fund, RUSA fund, CDC Fund, PTA, and alumni. The functioning of various programmes run by the college are funded by these funding agencies The college persistently attempts to gain maximum funds from the funding agencies by the effectual utilization and judicious submission of accounts and utilization certificates.

The optimum and effective use of available financial resources is ensured through discussion and decisions. The proposals received from each departments were examined and sanction the financial assistance Each department and various organizations of the college submit project proposals and required financial assistance to the corresponding departments will be sanctioned by the principal Once funds are sanctioned, the college council is convened immediately. The College Council takes special attention to fully utilize the sanctioned funds. It regularly monitors the progress of fund utilization each year. The purchase procedures of the college is monitored by the purchase committee constituted in the college and will assure the quality of computers and other equipments/chemicals purchased

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell of our college contributed significantly to the various activities of our college. During the commencement of the undergraduate programme IQAC organized five day induction programme, which helps the students to understand about the infrastructure and various activities of our college. This programme also motivates the students to excel in their higher education. IQAC organized a two day training programme for the teaching faculty of the college on Learning Managment System based on Moodle platform. IQAC in association with the department of Political Science and Institute of Parliamentary Affairs, Govt. of Kerala organized a one day National Seminar on " Parliamentary Democracy and Marginalised Communities: Seven Decades of Indian Experience".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC functioning in our college regularly arrange meetings and discussions related to the teaching learning process. IQAC organized a two day training programme for the teaching faculty of the college on Learning Management System based on Moodle. The faculty were encouraged to utilize the full potential of the LMS of the College. The results of each departments are analyzed after the announcement of the university results and measures are implemented to enhance the pass percentage. Also our college honours the shining stars of our college who have made promising contributions in academics as well as other extracurricular activities. An internal audit is also performed by the team members of the IQAC for the evaluation of related datas required for AQAR filing process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Justice Forum and the College Women Cell take the initiative of conducting various programmes and awareness sessions for the students. The Women Cell has a Training Wing, Cultural Wing and Community Intervention Wing, each performing its own functions. The manuscript magazine "Avalidam" compiled by the members of the Women Cell was released on 30/03/2023.

Programmes for promotion of gender equity :

1. Class campaign for promoting gender equity
2. Mixed doubles tournament in collaboration with the Physical Education Department
3. seminar on "Gender Equality for Social Development"
4. Training program on "Embrace Equity - Gender Sensitization Training Program on Equalising the Differences"
5. Equity fest comprising various competitions such as poster designing, pencil drawing collage and debate on Gender Equality theme
6. Talk on the topic 'Exploring the Horizons of Gender'
7. Programme "Sustainable Menstruation: Need of the hour".
8. " Zumba for Wellness" workshop in collaboration with Physical Education Department
9. Talk on the topic "Dealing with Gaslighting" in connection with International Women's Day
10. Three programmes for boys on the topic of "Gender Sensitization"

I. Curricular Inclusions

- 4 courses addressing gender
- 60 % of girl students and 64% of female faculty.
- Women faculty in administrative positions

File Description	Documents
Annual gender sensitization action plan	To conduct Class campaigns, Mixed doubles tournaments, Seminars, Training programs , Equity fest, Zumba workshops and Expert talks to promote gender equity in the campus
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	30 surveillance cameras, Girls' Hostel with security personnel. Counselling Centre Sick Room, Rest Room Sanitary pad vending machine, incinerator etc.

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college has an ethical responsibility in reducing waste generation. For this the college is maintaining an effective ecofriendly waste management mechanism. Waste management policy is strictly maintained in the campus by following all the procedures involved in the effective disposal of waste. The main steps in the waste management include:

- Segregation of waste
- Handling of waste
- Disposal of waste

Liquid Waste management

- Introduced effective waste management in laboratories

Solid Waste management

- Ban on single-use plastic
- Bio-gas plant
- Colour-coded waste bins
- Flex displays are replaced by cloth banners and digital displays
- Styrofoam plates and glasses are replaced by steel
- Proper collection and disposal of solid wastes
- Cleaning drives

E-waste Management

- Refilling of laser toners instead of replacement
- Upgrading of monitors
- LCD/LED Usage of Rechargeable batteries

Hazardous Chemical Waste Management

- Green chemistry policy is followed

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	B. Any 3 of the above
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**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college has a student population from different places and diverse cultural, social and economic backgrounds. The College nurtures an inclusive environment, by transcending differences and fostering harmony towards cultural, regional, linguistic, communal and socio-economic diversities.

- Reservation to disadvantaged sections , economically and physically challenged groups enable the campus to foster a healthy inclusive atmosphere.
- Equal opportunity for all students in the curricular and extra- curricular activities .
- A 3-day student induction programme for freshers helps to overcome regional, social and cultural differences among students.
- The institution's well-articulated Code of Conduct, Gender Equity, Grievance Redressal and Community Extension Activities are formal efforts to foster inclusiveness.
- The committees constituted in the campus like Grievance Redressal Cell, Anti Sexual Harassment Cell, Internal Complaint Committee, Minority Cell, SC/ST Cell, AntiRagging Cell, Discipline Committee and Student Welfare Committee ensure justice, equality and inclusiveness of all in the Campus
- The observation of Independence Day, Republic day, International Yoga Day, Kargil Vijay Divas instil patriotism and harmony in students.

- Campus radio programme called "Campus Jingles" give opportunities for students to voice their opinions.
- Students are equipped to celebrate the socio-cultural diversity and to develop love and concern for fellow beings.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The College believes that it is its responsibility to inculcate constitutional values in students and members of the staff. It takes different measures to make them understand, respect and follow constitutional values and principles.

- College organizes induction programme at the commencement of each academic year.
- Incorporation of constitutional values in curriculum
- Celebration of Independence Day, Republic Day, Environment Day.
- Cleaning drive and Gender activities.
- Electing student representatives through presidential mode, thereby making students participate in the democratic process.
- Engagement with the local community.

The active participation of students in NCC and NSS and various activities conducted by them help in promoting the constitutional values of Equality, Tolerance, Fraternity and unity in diversity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Student induction programme , Celebration of Independence Day, Republic Day, Environment Day.Cleaning drive and Gender activities.
Any other relevant information	Nil

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

The institution observes and celebrates days of days of regional, national and international significance to promote Nationhood and foster harmony.

- The staff and students of the Department of Malayalam celebrates Kerala Piravi annually with great enthusiasm.
- Vayanadinam (Reading Day 19th June) is observed annually.
- Onam, the regional festival of Kerala and Christmas are celebrated with festivities and colour.
- On Teachers Day students express their respect and gratitude towards teachers.
- Gandhi Jayanthi celebration is led by NSS of the college.
- Independence Day and Republic Day are ceremoniously observed by the NCC cadets. Their parade and cultural programmes are the highlights of the day.
- International Women's Day is also celebrated annually with women empowerment programmes by the Women Cell.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE 1: LEARNING MANAGEMENT SYSTEM OBJECTIVES

- To provide access to resources and materials anytime, anywhere.
- To promote an all-inclusive approach in teaching and learning.

CONTEXT Outbreak of the Covid pandemic necessitated the implementation of online methods. THE PRACTICE The LMS platforms allowed the faculty to create course content and conduct periodic assessments. Students could access the course material, submit assignments and participate in discussions. EVIDENCE OF SUCCESS The LMS platforms improved student engagement and academic performance PROBLEMS ENCOUNTERED Lack of digital literacy among students. BEST PRACTICE 2: ORGANIC FARMING OBJECTIVES

- To foster environmental awareness and to inspire a sense of responsibility among the youth.
- To expose students to real-life situations and to create awareness on sustainable agricultural practices.

THE PRACTICE All the students of the college are participants in the organic farming programme, practising it in the college as well as in their houses. As part of the curriculum too, the students are attending a MOOC course on Organic Farming. EVIDENCE OF SUCCESS The production of nutritious food by themselves was an encouragement to the students. PROBLEMS ENCOUNTERED Some problems encountered were difficulty in pest and disease management without the use of synthetic pesticides

File Description	Documents
Best practices in the Institutional website	https://tmjmgcm.ac.in/?page_id=1681
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The college makes meticulous efforts in line with our vision and mission to impart quality higher education to all, especially the less privileged sections of the society and to create in students an integrated vision of education and of life. The institution is committed towards educating and creating livelihood opportunities for the rural population in and around Koothattukulam. Service Learning and Eco-centric Learning are part of our Multifaceted Learning approach. In Service Learning, the students go through experiential education through community engagement, linking personal and social development with academic and cognitive development. Eco-centric Learning centres on exploration of nature and engaging with the soil. The institution fosters an all-inclusive approach, encompassing diversities. Reservation to disadvantaged sections and differently abled students enable the campus to foster a very healthy inclusive atmosphere. Gender Justice Forum of the College ensures creating awareness regarding gender equality and challenging stereotypes. Membership in NSS, NCC and clubs like music club, literary club, birds club and painting club promote the idea of inclusion and ensures the emotional, physical and intellectual wellbeing. The college gives equal importance to promoting the artistic talents of the students and many of our students consistently bagged prizes in the university youth festivals.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Conducting a bridge course for the freshers to bridge the gap between the plus two syllabus and the undergraduate

curriculum.

- To give more emphasis to physical, mental and emotional well-being. Awareness sessions on Yoga and physical fitness will be arranged for the benefit of the students as well as the faculty.
- Students will be encouraged to participate in various MOOC courses offered by SWAYAM, Coursera etc. so that they get additional knowledge and information about the skill that will make them employable.
- Newer initiatives will be arranged for the promotion of green campus, rainwater harvesting, organic farming etc.
- To conduct seminars, workshops and expert talk series for students and faculty.
- To equip faculty and students for Online teaching learning Evaluation.
- To enhance e Governance initiatives in the campus. To promote research and innovation
- To organize events to promote gender equity.
- To organize various co-curricular activities for the holistic development of our students