SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

GURUDEV ARTS AND SCIENCE COLLEGE

MATHIL PO PAYYANNUR KANNUR DIST.
670307
www.gasc.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gurudev College is a self-financing Arts and Science College, affiliated to the Kannur University in Kerala. It is named after the great Indian legend and visionary Rabindranath Tagore, and is one of the most reputed minority institutions, managed by the Corporate Educational Agency of the Catholic Diocese of Bathery, under the patronage of Most. Rev. Dr. Joseph Mar Thomas.

The college is situated atop the scenic hillock of Mathil, a small village near Payyannur. Apart from being a cultural hub of northern Kerala, Payyannur was also one of the main venues of the Salt Sathyagraha, spearheaded by Shri K. Kelappan, the 'Kerala Gandhi'.

The institution was founded by the Gurudev Educational and Charitable Trust, in 2002, with 2 UG programmes. In June 2012, the management of the institution was handed over to the Malankara Catholic Diocese of Bathery, Wayanad. Currently, Gurudev College is offering 13 UG and 5 PG programmes in various streams of Arts, Science and Commerce. It imparts quality education to more than 1200 students every year, who belong, mainly to the rural areas of the northern districts of Kerala, and Lakshwadweep, thereby materializing the higher education dreams of thousands of youngsters and has become an integral part in the overall development of these backward regions.

The institution has an excellent academic track record in university examinations. It maintains the lead position among other self-financing colleges, and has been the top preferred self-financing college under the Kannur University. The students of this institution acquire more than five ranks in the university examinations annually.

The college campus, which spreads over 24 acres, is an environment friendly, green campus with tussle free, calm and serene atmosphere. The institution has ample infrastructure facilities for teaching learning resources, including ICT enabled classrooms, highly sophisticated science labs, well maintained library, well equipped seminar hall and Conference Hall.

A visionary and dexterous Management, highly qualified and dedicated team of faculty, ever enthusiastic and motivated students are the great boons and grandeur of this institution. Excellence in educational performance and ethics in social norms are the traits that mark the gorgeous reputation of the institution.

Vision

TO CREATE AND AUGMENT HIGH QUALITY EDUCATIONAL ENVIRONMENT, CATERING GLOBALLY COMPETENT AND RESPONSIBLE CITIZENS AND THAT LEADS THEM TO SELF DISCOVERY, FREE CREATION AND COMPREHENSIVE DEVELOPMENT, BASED ON THE LOVE OF GOD.

Mission

TO INCULCATE INQUISITIVENESS FOR KNOWLEDGE AND WISDOM, SECULARISM AND FELLOW FEELING, MORAL UPRIGHTNESS AND CIVIC SENSE, ADHERENCE TO TRUTH AND SPIRITUAL UPLIFT.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Excellent academic track record in university examinations. Our students secure more than five university ranks every year. The institution maintains the lead position among other Self-financing colleges under Kannur university, over the years in academic domain.
- Outstanding performance of students in University Arts Festivals and Sports Meets. The college has been maintaining one of the top positions in the University Arts Fest.
- Maintains excellence in educational strategies and also in creation and transfer of knowledge. Regularly organising Workshops/Seminars/Webinars for the dissemination of knowledge.
- Visionary and well oriented management and administrative system with strong good will and professional competency.
- Highly dedicated, scholarly and experienced team of faculty with greater solidarity and integrity.
- The ever enthusiastic disciplined and multitalented communion of students.
- 24 acres of environment friendly green campus with tussle free, calm, and serene atmosphere.
- Convenient location with good transportation facilities.
- Substantial teaching learning infrastructure facilities, including ICT enabled classrooms with interactive boards, highly sophisticated Science Labs, well maintained Library, Seminar Hall and Conference Hall.
- Adequate sports facilities to meet future expansion including, a very large seven tracked and turfed stadium, which is under construction using 5 acres of land, playgrounds facilities for indoor games and gymnasium.
- Mentee college of Mar Ivanios College, Trivandrum, one of the highly reputed colleges in India, under the UGC- PARAMARSH Scheme.
- Recipient of International Institutional Excellence Award 2020, awarded by the Association of International Researchers of Indian Origin (AIRIO).
- Great initiatives for social economic and environmental progress of the locality, through comprehensive and well-planned extension activities and thereby acting as a catalyst in the total development of this Grama Panchayat.
- Strong and well-maintained collaborations with many organizations, industries and institutions.
- Strong adherence to gender equity and effective disabled friendly measures.
- Completely Wi-Fi enabled campus with access to mobile phones strictly for academic purposes.
- Registered and active Alumni Association.
- Strong bond and interaction between teachers and parents.
- Strong network of stakeholders and employers with effective feedback system.
- 'Snehalaya'- a well-furnished ladies' hostel with all modern facilities.
- Various clubs, committees and cells, comprises faculties and students help towards the well administration of the institution.

Institutional Weakness

- Lack of funding from government and any other external agencies.
- Lesser number of highly qualified teaching faculties with research experience.
- Insufficiency of funds for infrastructure development and maintenance.
- Lesser number of scholarships and freeships from Government agencies.
- Lack of research assistance from Government and other agencies.
- Lack of College Server.
- Limited academic flexibility in the affiliated University system.
- Lesser number of collaborations with premiere Institutions.

Institutional Opportunity

- Chance of getting affiliation to more UG and PG courses in the near future.
- Very active career guidance cell.
- Collaboration with AIRIO (Association of International Researchers of Indian Origin)
- Potential to be upgraded as an aided college.
- About to start a B.Ed. college in the campus – so greater possibilities for becoming an educational hub.
- Young and vibrant teaching faculty. Most of them are youngsters and possessing, good traits of sincerity, dedication and hard work.
- Regularly conducting seminars, webinars, workshops, college fest, arts fest, management fest, etc. which give students ample opportunities to participate in curricular and co-curricular activities.
- Offers more than ten add on certificate courses per year which increases the employability of students after the course.
- Special focus has been given on providing soft skill or life skill training to students which make them capable to earn an amount while studying.
- A full-fledged turfed stadium with seven tracks is under construction which might be one of the largest stadiums in the Kannur district itself.
- A well-functioning martial arts club which provides courses in Kalari, Yoga etc.
- A very active and efficient career guidance cell, which acts as a catalyst in the employment scopes of students.
- More than 20 clubs are functioning in the institution which ensures the participation of all students in co-curricular activities.
- An online tuition centre run by students of the Institution provides free education to higher secondary school students of nearby schools, functions as a learning centre inside the campus.
- Strong collaboration with local society, industries, firms and institutions - The internship programmes, sharing academic expertise, project works, research works, field visits, survey works etc., which have been doing collaboratively with other institutions and agencies, provide ample opportunities and exposures to grow for both students and faculty.

Institutional Challenge

- Being a self-financing College, the institution lacks funding from government or any other external agencies.
- Since the tuition fee of students is the only source of income of the institution, constraints are there for infrastructure development of the campus.

- Since financial constraints are there to offer high salary to the faculty, fails to attract high profile faculty to the institution.
- Obtaining permanent affiliation to the programmes from the University.
- Mobilising fund to complete and develop the infrastructure.
- To improve the English proficiency among students.
- Unfavourable government and university policies towards self-financing colleges.
- To promote the active research and publication aptitude among the faculties.
- To increase placement opportunities amidst the rurality of the region.
- Being self-financing college, to attract economically challenged but intellectually competent students.
- Increasing demand for professional courses rather than arts and science courses
- To retain the students' strength in the midst of the increasing number of self-financing arts and science colleges in the region.
- To motivate students for the effective utilization of the library resources.

Optimising teaching and other activities due to the time constraints of the semester system of the University.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution, affiliated to Kannur University, offers thirteen UG and five PG Programmes. These Programmes follow C.B.C.S.S system and offers diverse range of course options catering to a diverse range of learners in terms of core options, Elective options and Add-on courses. Effective curriculum delivery is assumed through regular meetings of department faculty and heads, day- based time table, orientation programmes for staff, invited lectures, Workshops, field trips, experimental learning, academic Projects and Certificate courses.

The institution adheres to the systematic academic calendar for the smooth conduct of CIE. It provides almost accurate schedule regarding, teaching, learning, curricular and co-curricular activities, major departmental and institutional events.

The Institution ensures that all faculties are actively participating in Centralized Valuation Camps of University End semester Exam valuation process. They also participate in Curriculum restructuring workshops, Project Valuation, Practical Exams and Viva-voce. Some of them are members of Board of Studies.

The institution emphasizes cross-cutting issues like gender, environment and Sustainability, Human Values and Professional Ethics in the curriculum. The syllabus directly transacts these issues in its selected text books prescribed for core and common papers. Moreover, the magazines circulated in the library help to interact these issues. The college also organizes awareness programmes on this cross-cutting area in the forms of seminars and special lectures.

The institution offers 11 Add-on Courses which improves competency of students. Each Add-on Course is designed as per the requirements of students for their professional growth and will help them to execute projects with increased efficiency. Course completion certificates will be distributed to students which will enable them to showcase their add-on knowledge.

Experiential learning is well integrated into curriculum and all learners are prompted to undertake project

work/internship in every academic year. The institution regularly organizes National/international workshops/seminars/webinars on various topics supplemented to university curriculum.

Structured feedback is taken from students, teachers, alumni, employers, parents and other stakeholders for the betterment curriculum transaction, and implements effective actions after a thorough analysis. Acton taken Reports and Google forms of the feedback are made available on the college website for transparency.

Teaching-learning and Evaluation

The student enrolment of the institution has been doing transparently, as per the Kannur university norms and government rules.

Every academic year starts with bridge courses and enrichment programs. The learning levels of students have been identified based on entry level tests, classroom performance, and also through interaction and mentoring. Special attention has been given to slow learners by providing Remedial coaching, Peer group study, Revision classes, Communication with parents, unit tests and proper mentoring. Advanced learners are promoted by the teachers to enrol in SWAYAM, MOOC, COURSERA courses to enhance their knowledge.

Student centric methods, such as experiential learning, participative learning, problem solving methodologies, Brainstorming, Peer learning, Project based learning, Computer assisted learning etc. are strictly implemented in the curriculum to enhance learning experiences. All the faculty uses innovative teaching methods and ICT enabled tools for effective teaching learning process.

Internal assessment of students is done systematically and transparently, as per the university norms, under the Internal Examination Committee. Consolidated attendance of each semester is published on the notice board and total percentage of each month's attendance is informed of students by respective class teachers. Every department carries out class tests and surprise tests at regular intervals in each semester. Apart from this, at college level, two main internal exams (one for each semester, for all departments) are conducted in a centralised manner.

All the grievances of students, related to internal assessment are redressed by the Internal Grievance Committee. The institution follows 3 tier grievance mechanism. Every department maintains Grievance Minutes book. Suggestions / grievance boxes are set up aside of the notice board of every department and grievance can be placed in college web portal also.

The Institution follows an effective mentor-mentee system. Twenty students for each mentor are allotted as a part of mentoring. Mentoring and tutorial session are carried out in every month.

Teachers and students are aware of the stated outcomes of the programs and courses in the university syllabus, offered by the institution. Attainment of these outcomes are evaluated by the college through internal examination, university examination, Student progression report, students' feedback.

Research, Innovations and Extension

Research, Innovations and Extension

The College strongly believes that educational process would only complete when it is competent to endeavour creation, modification and updating of the existing stock of knowledge. For instilling such an environment, the College facilitates various platforms both among the faculty members and the student community. The Institution always encourages the research activities among faculty members and students. All final semester students of UG and PG, are doing Research projects. A Research committee is functioning to promote the research activities among faculties. Currently we have two research guides in the institution and seven teachers are PhD holders. Four teachers are currently pursuing their PhD. More than 10 research papers were published by faculties. More than 40 national/international seminars/webinars/workshops were conducted in the last five years.

The Institution has a wide range of extension activities under the guidance of N.S.S unit, College Union, Different Clubs, Students and departments. The extension activities of the institution in the neighbourhood, got recognitions and appreciations from the recognised bodies. The Institution was awarded, The Institutional Excellence Award 2020, by AIRIO (Association of International Researchers of Indian Origin) for the institution's contribution towards social extension. It includes Free online education for the neighbouring higher secondary students, ICT training to government high school students, Blood Donation, Hair donation, TV challenge, etc. Many extension and outreach programs were conducted in collaboration with Non-Government Organizations through NSS unit during the last five years out of these twelve programmes got appreciation and recognition from Mathil Grama Panchayat. The college have major collaboration with Mar Ivanios college, Trivandrum, under PARAMARSH scheme and also with AIRIO GLOBAL. The institution maintains 45 other collaborations with different agencies and industries. The institution has many functional Memorandum of Understanding with various institutions, industries and agencies.

Infrastructure and Learning Resources

The institution provides various Government and Institutional Scholarships to the deserved students. It also provides many free ships to the deserved and a fair number of students are sponsored by the management and teachers.

The Career Guidance Cell of the college provides a platform for the students to pursue both their professional and personal goals with self-awareness and self-esteem. It organizes various career counselling programs for the students in association with the departments and clubs. The Placement cell of the college trains the students to enhance their skills in a best possible way. There are a large number of students who got placed in various positions and seeking higher studies after their graduation. The College has a special focus to equip the students with life skills, soft skills, Language and communication skills, and ICT/Computing Skills. The college has got different capability enhancement programmes and coaching for different competitive exams like NET, JAM, etc. Many students have cleared various competitive examinations.

The Grievance cell of the college plays a vital role in developing a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the institution. The grievances are being collected both online and offline mode. A three-tier grievance mechanism is functioning in the institution under the Grievance Cell and Anti Ragging Cell.

The students of the institution excel themselves in arts and sports activities. They participate in all university/state/national level arts and sports competitions, and intercollegiate competitions and achieves commendable success. The institution yields ample representation to students in various decision-making bodies. The role of the Student Union is irreplaceable. They actively involved in social activities and conducts

various arts and cultural activities.

The institution has a registered Alumni Association. Each department conducts alumni meetings annually. The various department alumni associations conduct various webinars/seminars and other programs for the students of the institution. The program, 'Meet with Alumni' conducts regularly, in which Alumni members shares their experiences to the current students of the institution. Though registered very recently, the Alumni Association has contributed financially also within the reach of their limits.

Student Support and Progression

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Governance, Leadership and Management

Gurudev arts and science college has an effective governance, leadership and management system which is relied upon a well-defined vision and mission. The College is managed by the catholic diocese of Bathery, headed by Bishop and higher education council. The college is governed by the governing council, headed by CEO and Director of the institution with the support of Academic Council and IQAC. The governance of the

college is democratic and inclusive, involving all the stakeholders in decision making for the quality improvement of the college. The Head of the Department coordinates the activities of the department and represents the department in the Academic Council. The IQAC spearheads the developmental activities of the institution. The student's union has also given a functional role in the campus activities and functions, thus cultivating organizing and leadership skills among students.

 The institution tries to the core for the effective deployment of its strategic plans annually. The Implementation of 5 PG courses is one of its effectively deployed strategic plans. The recruitment procedure of the faculty is as per the Kannur University norms and Kerala Service Rules. The institution has implemented partial e governance in administration, finance and accounts, student admission, and examination.

Various welfare measures have been instituted for the teaching and non-teaching staffs like, EPF, ESI, festival allowance, training programmes etc. They were promoted to participate in various Faculty Development Programs.

The organization follows a systematic evaluation of employees across various performance dimensions by taking qualitative and quantitative feedback and turning them into an actionable insight. A self-appraisal system of the faculty is also followed.

The college has a transparent system of internal and external audit. The external audit conducts annually and internal audits regularly.

The IQAC of the college is formed as per the guidelines envisaged by NAAC and has a pivotal role in ensuring the amplification of quality of the teaching - learning process, assessment and evaluation, research and planning. IQAC meets periodically and suggests the improvements required in academic or administrative functions. IQAC has implemented several quality initiatives in the institution.

Institutional Values and Best Practices

Gurudev Arts and Science College is a co-education institution having a great concern to facilitate gender equity and empowerment of girls and women. Women representation is guaranteed in the administrative and academic system of the institution.

The college campus is clean, non-polluted, eco-friendly and has appropriate mechanisms for the degradable and non-degradable waste management. Several environment friendly measures were implemented in the campus including, Biogas Plant, Rain water Harvest, Borewell recharge, etc.

The institution is having a specific green campus policy and regularly conducting Green Audit, Energy audit and environmental audits to monitor and evaluate the campus' green activities.

The institution always in support of differently abled students and have ample facilities for them in the campus such as, disabled friendly washrooms in every floor of each block, Ramps, Wheel chair assistance, Arrangement for Scribes, etc.

The institution shows a great concern to provide an inclusive environment in the campus, by accepting and promoting all kinds of diversity in cultural, regional, linguistic or linguistic, communal and socio-economic backgrounds.

The institution has a well-defined code of conduct for teachers, students and administrative staff and is displayed in the institutional website and college handbook. The Discipline and Ethics Committee ensures that the system is strictly adheres to the code of conduct.

The program, '**Train, Gain, Sustain'**, which conducts annually, is one of the best practices of the college. This program aims to motivate students to do part time jobs and thereby earn an amount which will meet their expenses. All the departments conduct training programs and workshops of this kind, every year.

The social commitment and mass extension activities of the institution are carried out under the program title, **Serving the Right; Learning the Best,** which is considered to be another best practice of the institution. It aims at developing the students into accomplished citizens who are morally upright and socially oriented.

The institution through its various empowerment training programs and workshops, aims to produce holistically empowered students and thereby mould a well-equipped generation to serve the society. This practice is what makes the institution distinctive and unique.
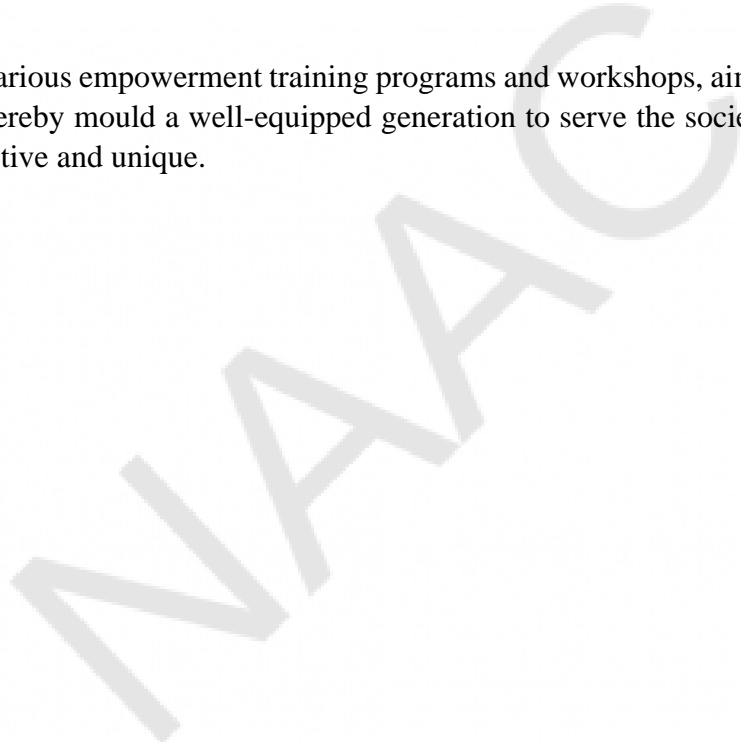
2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GURUDEV ARTS AND SCIENCE COLLEGE
Address	MATHIL PO PAYYANNUR KANNUR Dist.
City	Payyannur
State	Kerala
Pin	670307
Website	www.gasc.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	P C Sreenivas	04985-281500	9447692350	-	gurudevcollege@gmail.com
IQAC / CIQA coordinator	Soumya C K	04985-283486	9947789582	-	soumyack@gasc.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

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

Establishment Details	
Date of establishment of the college	12-06-2002

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

State	University name	Document
Kerala	Kannur University	View Document

Details of UGC recognition

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

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

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

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1637469010.pdf
If yes, has the College applied for availing the autonomous status?	No

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	MATHIL PO PAYYANNUR KANNUR Dist.	Rural	24	7665.08

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Physics	36	Higher Secondary	English	35	23
UG	BSc,Chemistry	36	Higher Secondary	English	35	34
UG	BSc,Biochemistry	36	Higher Secondary	English	30	28
UG	BSc,Microbiology	36	Higher Secondary	English	40	40
UG	BSc,Mathematics	36	Higher Secondary	English	25	14

UG	BSW,Social Work	36	Higher Secondary	English	25	25
UG	BA,English	36	Higher Secondary	English	35	30
UG	BCA,Computer Application	36	Higher Secondary	English	25	25
UG	BCom,Commerce	36	Higher Secondary	English	40	35
UG	BCom,Commerce	36	Higher Secondary	English	40	40
UG	BBA,Management Studies	36	Higher Secondary	English	30	26
UG	BBA,Management Studies	36	Higher Secondary	English	40	31
UG	BSc,Psychology	36	Higher Secondary	English	25	11
PG	MSc,Physics	24	UG	English	12	12
PG	MSc,Chemistry	24	UG	English	25	21
PG	MSc,Mathematics	24	UG	English	20	15
PG	MA,English	24	UG	English	25	18
PG	MCom,Commerce	24	UG	English	25	5

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				9				61
Recruited	0	0	0	0	5	4	0	9	15	46	0	61
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	3	3	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	1	3	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	2	1	0	5
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	4	3	0	11	45	0	63
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	2	0	0	2

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	196	0	0	0	196
	Female	166	0	0	0	166
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	61	0	0	0	61
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	3	1	7	2
	Female	0	1	2	2
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	140	115	93	121
	Female	167	162	175	181
	Others	0	0	0	0
General	Male	63	49	64	55
	Female	60	95	106	91
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		433	423	447	452

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution has a preparedness for the NEP within the limits of University norms and regulations. The institution has already filed an application to government for the sanctioning of B.Ed. College inside the campus, which grants greater scope for integrated teacher education. The open course included the fifth semester of UG curriculum, enabled the students to learn creative combination of subjects. The institution included 11 addon/ certificate courses to its curriculum. The earn while learn workshops/ training under the title "Train, Gain, Sustain", ensures the vocational oriented education. The institution's measures for the holistic empowerment of the students is considered to be the institutional distinctiveness. By including various training programmes, workshops and implementing other creative measures, the institution tries to create a generation of students, who are holistically empowered. The college promotes conduct of interdisciplinary programmes and courses. We are ready to implement any positive suggestions and directions from the parent University regarding the same. The IQAC coordinator of our college has been deputed to attend webinars for the implementation of NEP as part of institutional preparedness.
2. Academic bank of credits (ABC):	The institution follows Choice Based Credit and Semester System as envisaged by the Kannur University. In collaboration with Mar Ivanios College, Trivandrum, the students of the institution have already enrolled to COURSERA and completed many courses under MOOC & SWAYAM platforms. We are ready to accept credit transfer for various programmes subject to the decisions of the parent University.
3. Skill development:	The institution has incorporated many skill development training programmes to its curriculum. Training on communication skill, IT skill, soft skill and life skill have been given to all students. Each academic year begins with bridge courses, which includes course to improve the communication skill and English proficiency, to the newly enrolled students. The workshops and training programmes under the title "Train, Gain, Sustain", promote the employability skills of the students. Yoga classes, training on Kalarippayattu, Karate etc have been given under Martial Arts club. We propose to

	introduce more skill development courses in this and the next academic years.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The language dept. of the institution has a pivotal role in strengthening the Indian languages and its culture among the students. Students are taught Malayalam, the mother tongue and Hindi as additional Common Courses under University curriculum. "MAMB" the Malayalam Club and "JAGARAN" the Hindi Club promote the students interests and concerns towards the mother tongue and other Indian languages. We promote YOGA and Martial Arts studies among the staff and students as a way of life. Studies in Vedic sciences, mathematics and Indian astronomy will be given prominence.
5. Focus on Outcome based education (OBE):	The institution follows the curriculum of Kannur University which ensures the Outcome Based Education in all programmes of study. The POs, PSOs and the COs are displayed on the website and are introduced to students at the beginning of a programme and occasionally later. The University curriculum envisage the outcomes of all programmes and courses in the syllabus. The institution follows its own measures to analyse the attainment of these Outcomes, every year.
6. Distance education/online education:	The institution has successfully completed a whole online academic year, during 2020-2021 and the same still continues in parts. Nearly 10,000 online live classes have been given to students through Google Meet Platform. Each and every academic activities of the institution have been done online, including Internal/ Model examinations, webinars/ Workshops, College Fest, different council meetings and PTA meetings. The institution is having own academic domain -gasc.ac.in to access G-Suite. Now that the direct classes have begun, we propose to supplement our teaching learning with online teaching and material. However as an affiliated college we are not authorised to conduct Distance Education leading to award of Degrees.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
442	421	424	414	375

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1255	1281	1199	1108	992

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
143	107	107	107	107

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
465	459	341	365	335

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
64	61	60	62	60

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
65	61	60	62	60

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 48

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
83.20	101.77	97.84	77.04	55.86

4.3

Number of Computers

Response: 19

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Gurudev Arts and Science College is a self-financing institution, affiliated to Kannur University in Kerala . The Institution offers **thirteen U.G and five P.G programmes**. These programmes follow **Choice Based Credit and Semester System (CBCSS)**. Based on the academic calendar provided by the university, the college prepares the academic calendar, which is the framework for effective curriculum delivery. The college has a well-structured master time table which provides comprehensive information about teacher-wise and class-wise time-slot allocation in a single view. Additionally, each department is ensured with a separate department time-table.

Modules are allotted to the teachers, according to their areas of expertise, before the commencement of every semester, after a detailed discussion of the syllabus in DLMC meeting. CLMC conducts meetings regularly and organises different workshops for the faculties, to improve academic excellence. Each teacher keeps a work diary to ensure the proper delivery of curriculum. Syllabus and timetable are published in the college website, and made available also in handbook. The college ensures the participation of faculties in curriculum designing, Board of Studies, and curriculum restructuring workshops.

The course objectives and outcomes given in the curriculum are elucidated in the beginning of each semester. The curriculum includes, Core and Complementary Courses, Languages, Research Project and Practicals etc. The curriculum is further strengthened by adding several Add-on courses, Elective courses, fieldworks, Internships and Study tour programmes etc. The institution offers **nine Add-on Courses** in the last academic year. Students are also introduced to platforms like **SWAYAM, MOOC, COURSERA** etc., which indeed help students to acquire extra benefits in their career. As a part of the syllabi, each department offers Open Courses in Fifth semester. Open course is open to all students and it provides a wide opportunity for students to learn a different subject other than their core subject.

Apart from the traditional methods of lecturing, innovative and participatory methods of teaching and learning including **Group Discussions, PPT Presentations, You Tube Classes And Peer Learning/Teaching, Workshops, Seminars, Assignments, Field Visits, Laboratory Experiments** etc. are incorporated. During the current pandemic year, teachers are handling classes by using online platforms like Google Meet, Google Classroom and other ICT Tools.

Smart classrooms, digital library, Internet/ Wi-Fi facility, computer-lab etc are made available to ensure efficient delivery of curriculum. All stipulations of the semester system - regular conduct of internal examinations [2 in each semester], submission of assignments and conduct of viva-voce are followed and implemented constructively. National/International Seminars/Webinars are conducted in each academic year to ensure effective curriculum delivery (12 International Webinars, 10 National webinars and 2 National seminars). Furthermore remedial coaching is extended to slow and weak learners on Saturdays

and other public holidays. The college has a well-functioning mentoring-system. The mentor guides and advises the students in all academic and non-academic activities. **Twenty Seven Clubs** are actively functioning in the institution. Several curricular and non-curricular programmes including, invited lectures and workshops, organised by these clubs, help the students to have a broad spectrum of knowledge.

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

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

Response:

The institution strictly adheres to a very systematic academic calendar for the smooth conduct of CIE. The institutional academic calendar enables the teachers and students to space out their teaching, learning and regular assessment effortlessly. It will be uploaded to the college website for the information of all. It will also be included in the college handbook of the current year and distributed to students and faculties.

At the beginning of each academic year, every department charts its strategic plans and programmes for the current year. Based on that action plan and also following the academic calendar and exam schedule of the affiliated university, the institution prepares its own by adding institutional programmes, internal exam dates and other important dates. It carries an almost exact schedule regarding teaching, learning, curricular and co-curricular activities, and events such as fresher's day, college day, arts day and national and international days.

One of the main aspects of the academic calendar is the planning of departmental activities. Each department prepares an action plan that shows the well-structured programme schedule organised for the current year. The prepared action plans of each department will be submitted to IQAC. IQAC codifies the additional programmes proposed by other Councils, committees and clubs and will prepare the final annual academic calendar for approval by the Academic Council. The approved action plan of the departments may serve as the internal calendar of the respective department. This ensures the timely delivery of the syllabus. Every teacher follows a strict lesson plan that is discussed and approved by the head of their respective departments. This is followed by deduction of day to day division of topics and chapters. This internal calendar includes, classroom activities, weekly/monthly programmes including class PTA, seminars, workshops and internal examination. Teacher's diary, maintained by individual teachers, records their academic activities. DLMC meetings and CLMC meetings are regularly conducts to ensure the follow up of the academic calendar.

The institution carries out a master timetable as well as day wise department timetable. The timetable enables the students to know the exact time and duration of each class. This system ensures equal distribution of the time available to all days irrespective of the holidays. If a teacher is on leave, he or she would take compensatory classes on Saturdays or after college hours to complete the syllabus on time.

Every academic year consists of two semesters. An Academic Week, consist of five working days, in

which distribution of work is organised from Monday to Friday, with five contact hours of one-hour duration on each day. A sequence of 18 such academic weeks constitutes a Semester. The working hours of the Institution is from 9.30.a.m to 3.15.p.m.

The institution insists to conduct at least two internal tests and one model examination before every end semester examination. The dates of submission of assignments, seminars and the conduct of Viva-voce can be informed to students by concerned departments much earlier by the help of this systematic academic calendar.

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

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

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

Response: A. All of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 17

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

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

Response: 11

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

2020-21	2019-20	2018-19	2017-18	2016-17
09	01	01	0	0

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

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

Response: 5.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
285	11	20	0	0

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

1.3 Curriculum Enrichment

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

Response:

Gurudev Arts and Science College, Mathil is affiliated to Kannur University and the curriculum is implemented in accordance with the mandate of the university. The cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics have been integrated into the larger framework of the syllabus through the series of programs that are designed to keep these crucial discourses in the forefront of holistic engagements. Fifty programs have been conducted by the departments to integrate cross cutting issues by forming various clubs and committees. The contribution of NSS volunteers, the union members, and teaching bodies of our institution can practically integrate the cross cutting issues. Variety of magazines and journals circulated in the college helped to integrate cross cutting issues. All these issues are being meaningfully transacted by the institution through the courses and papers offered by the university.

The issues relevant to environment:

The eco-club, named FESCON, initiated by the Microbiology department has been actively functioning in the institution. The club conducted various programs such as Environmental day celebration, seminars, workshops, field visits, various competitions for the last seven years to impart awareness. The clubs relentlessly carry forward its good work of spreading awareness among students and larger community about threats to our environment and the need of sustainability through its activities like rain water harvesting, recycling of water used in bathing for ground water recharging. The distribution and planting of tree saplings and vegetable seeds are great initiatives.

The syllabus implemented in 2014 has been revised in 2019 which retains the significance of cross-cutting issues like environment, gender and human values. The prescribed syllabus in Science and Art subjects specifically focuses on these issues. Environmental knowledge is transacted through technologically innovative methods by the institution, by screening of movies, conducting seminars and debates, preparation of thesis and field visits.

The issues relevant to gender:

The Women Welfare Cell is another vibrant body which carry forward the mantle of empowering girls and underprivileged women. Through its varied programs, the gender sensitisation wing of the cell has been working consistently to make our students aware of their rights and duties and face discrimination and harassment boldly. The cell celebrated international women's day and organised programs on gender sensitivity, women rights, female hygiene and legal counselling for the last five years. The departments

including Microbiology and BSW also organised programs on gender issues. Recognising the importance of developing citizens with a strong moral compass and steadfast integrity, the institution offers different programs.The NSS unit also conducted seminars in collaboration with Child Welfare Cell.

The issues in ethics;

To inculcate ethical values, every year, the college celebrate important days like National Voter's Day, Human Rights Day, Green Consumer Day and World AIDS Day. During the outbreak of flood and Covid-19 pandemic, the students and staff of Chemistry department have made hand-sanitizers for the public free of cost. Moreover the institution has a body including teachers and students to make campus free from ragging, smoking, and consumption of liquor.

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

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

Response: 37.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
179	179	167	143	107

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

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

Response: 33.23

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

Response: 417

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

1.4 Feedback System

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

Response: A. All of the above

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

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

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 85.94

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

2020-21	2019-20	2018-19	2017-18	2016-17
440	426	458	457	342

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

2020-21	2019-20	2018-19	2017-18	2016-17
532	485	485	485	485

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

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

Response: 60.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
69	65	72	67	67

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

2.2 Catering to Student Diversity

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

Response:

The institution scrutinizes the socio-economic, curricular and extracurricular aspects of each student during the admission process itself. A detailed individual profile of students is prepared and kept for the future reference by each department. Every academic year starts with **Bridge courses** and **orientation programmes** for the newly enrolled students. The learning levels of the students have been identified based on entry level tests, classroom performance and also through interaction and mentoring. Every department conducts a multiple-choice test for the newly enrolled students on their subject. The students who scored below 40% of marks are identified as slow learners and above 70% as advanced learners. Each faculty especially the mentors try to identify the slow or advanced learners by interacting with them. Marks scored in the qualifying exam and previous academic history are also considered to assess the learning level of students. In the first two weeks of the academic year, interactive classes, and writing and speaking exercises are provided for identifying the learning level.

Special attention has been given to **slow learners** by providing Remedial coaching, Peer Group Study, Revision classes, Communication with parents, unit tests and proper mentoring. **Remedial classes** are an effective measure implemented by all departments to provide special coaching to slow learners. The college has a **Mentor-Mentee system** to support the students, not only in their academic issues but also their personal matters. The Mentor-Mentee system functions with a 1:20 ratio. The progress of students is recorded by each Mentor. Students are promoted to do combined study (**peer teaching**) to learn from each other. **ICT enabled classes** are using for the better perception of these kind of students. Teachers **revise the tough topics** as per the students' requisitions and discuss university question papers before the semester exams. Every department conducts internal exams and class tests for improving the student's performance in university exams. The institution has a system to communicate performance and attitude of students to parents on regular intervals.

Advanced learners are encouraged to enrol in **MOOC/SWAYAM/COURSERA** courses to enhance their knowledge. 189 students have already completed COURSERA courses and 4 students enrolled in the SWAYAM courses. **Scholarships/endowments** and awards are in place to reward the advanced learners for their excellence. Digital books are available through **INFLIBNET**. Additional **reference books** are also supplemented to advanced learners make them more advanced with academic topics Advanced learners are getting encouraged by teachers to achieve university ranks.

The various **national/international seminars/webinars and workshops, personality training and various skill development programmes, ICT training. orientation classes, various management fests and arts fests,** helps both advanced learners and slow learners for their self-advancement. The multitude of programmes conducted by various clubs of the institution ensures the active participation of students of all kinds.

The institution is very sensitive to the differently abled students also, by providing, appropriate learning environment and facilities. Extra care and attention are given to them also like slow learners and

advanced learners.

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

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

Response: 19.61

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

2.3 Teaching- Learning Process

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

Response:

The institution adopted student centric teaching methods for the effective transaction of curriculum based on the needs of the learners and the subject taught. All the departments have incorporated, interactive, collaborative and ICT enabled methods into the formal teaching framework, such as projects, debates, problem solving, presentations, competitions, hands on workshops, discussions, brainstorming sessions, webinars, exhibitions, offline and online management fest, and interaction with scientists, etc. This renders Learner Autonomy in the teaching learning process.

Project - Based Learning is an Integral part of the a U.G. and P.G. curriculum. Every student is doing Project work as a course in their final semester. The teacher assigns minor projects in addition to it, for developing a research culture among students. One teacher as guide is assigned for every six/seven student to monitor their work.

Learning based on experience and observation is used specifically in science discipline. Here theory informs practice and through practice the learner validates the theory. Learning activities include laboratory experiments, practicum, field exercises, etc. Students of BBA, Biochemistry, and Chemistry, visits industries and prepare reports based on it. BSW students conduct rural camps. The Department of Microbiology conducts blood group detection camps and water quality analysis. The Commerce and Management Departments conduct management meets every alternate year. BBA TTM Students are given Internship programs by industrial experts every year.

Students undertake group activities such as projects, assignments, case-study analysis, seminar, debates, and discussions which lead to **participative learning**. Students coordinate different department programs, Union programmes, Management fests, exhibitions, marketing games, quiz competitions etc.

The club activities and programmes ensure the maximum participation of all students. The institution has a regular mechanism to ensure the participation of students in administration through different committees and cells. They are also encouraged to participate in different inter collegiate events, competitions, and management meets, etc.

Peer learning/teaching is one of the best practices of institution that the students are sharing their academic expertise to other students of both inside and outside the institution. 'Live Line', an online tuition center, run by our students provides free education to more than 70 students per year. The members of student IQAC have given six days online workshop and hands-on training on ICT Tools to the high school students of G.H.S.S. Mathil. The institution has a custom that both senior and junior students are sitting together for a combined study after class hours.

Departments conduct **brainstorming activities** in the classrooms while teaching to encourage students. The activities include Rapid ideation, Figure storming, mind mapping, word storm etc.

The faculty uses ICT Tools, LCD projectors, software, ICT enabled classrooms, Interactive boards, etc. and promote students also using the same.

The institution further follows **Problem solving methodologies** by challenging the students with assignments on a regular basis to check their level of understanding on the subject. Moreover, online and offline quizzes are held from time to time to keep the students in a competitive environment and to check the overall progress.

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

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

Response:

Any major event that happens in the world will always leave its impact on education. And so, the epidemic of COVID 19 has its footprints on education. E-learning has become the mandatory component of all educational institutions like schools, colleges, and universities in and around the world due to the pandemic crisis of COVID-19. E-learning has proven to be an effective teaching method that brings out the best in students and it has become quite popular among the students all over the world particularly during the locked down period of education. Gurudev Arts and Science College also successfully completed a complete online academic year, last year, by using maximum ICT tools.

Every department of the institution initiates an innovative teaching learning process rather than following conventional linear mode of transacting subjects in the classroom. Each teacher ensures the involvement of every student using various modes of teaching. The teachers had been incorporated maximum **ICT tools** in their teaching methodology to ensure that the teaching learning process is student centric. The teachers have been using the IT enabled learning tools such as PPT, video clippings, audio system, and online

sources, to expose the students to advanced knowledge and practical learning before the online era itself.

Teachers are often handling their lectures with the help of PowerPoint presentations and promotes the students to present their seminars with the same.

E-library is available for students to help them to access materials online and involve them in acquiring knowledge from their field of study. As the institution library has the subscription of **INFLIBNET,** the students have the maximum access of online study materials. A **digital repository** of reference books and other books, question banks are also available to students in the institutional website. The college campus is completely Wi-Fi enabled and maximum facilities are available to students in library and computer lab for the tussle free **internet access.**

The institution has own **official YouTube channel** through which teachers are streaming video classes and different seminars and webinars, conducted.

During the last online academic year, all the academic activities have done as online. The institution is completely **G-suite enabled**. All the students were **given institutional Mail Id's.** More than 15000 live classes have been given to students through Google Meet platform. All the exams and even PTA meetings were conducted online.

Every department keeps **class wise Google Classrooms** for the effective transaction of curriculum and academic activities. Google Classroom is used for conducting tests, submitting assignments and seminars, providing study material and notes.

WhatsApp is also used very effectively by creating class groups to every department for the effective communication.

The faculty makes use of **Google forms and Myquiz.com** for conducting exams, **Google white board and black board** for writing, **Google sheets** for marking attendance of students and many such ICT tools for the effective learning transaction. All the programmes of the institution, different webinars, college fests were done online.

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

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

Response: 25.1

2.3.3.1 Number of mentors

Response: 50

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

2.4 Teacher Profile and Quality

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

Response: 99.69

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

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

Response: 3.18

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	2	1	0	0

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

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

Response: 4.9

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

Response: 313.5

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

2.5 Evaluation Process and Reforms

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

Response:

Internal assessment is considered as the initial path reflected on examining the progress of students towards academic learning. College adheres proper internal and external evaluation as a part of curriculum provided by university, which is transparent and robust.

Internal assessment for all the subjects is carried out strictly as per university guidelines. The college prepares its Academic Calendar providing details on, dates of commencement of academic session, duration of semester, period of internal assessment tests, teaching days, final semester exams, events planned for the semesters etc.

Exam Committee: College has a well-functioning Internal Examination Committee, including Principal, Vice Principal and two other teaching faculties. Meetings are conducted before every Internal exam and the minutes have been maintaining authentically. Question papers of each department are scrutinized by the heads of the Department in a confidential manner and handover to the Examination Committee as per the schedule formed.

Attendance Consolidation: Consolidated attendance at the end of each semester is published on the notice board. Moreover, total percentage of each month is informed of students directly by respective class teachers.

Internal examination: Every department carries out class tests and surprise tests at regular intervals in each semester. Apart from this, two main internal exams (in every academic year, for all departments) are conducted in a centralised manner, at institutional level during an academic year. Viva voce, seminars, quizzes, group discussions, debates etc. are also included in internal assessment. In the beginning students are informed of the pattern of evaluation while discussing the syllabus. Internal Mark splits of UG and PG courses:

  1) Internal assessment for UG students: 10 (converted)

  Internal exam: 50%, Attendance: 25%, Assignment/Seminar: 25%

  2) Internal assessment for PG students: 15 (converted)

Two internal exams: 40%, Assignment: 20%, Seminar: 20%, Attendance: 20%

Evaluation: Answer scripts are evaluated within one week and returned to students. They can go through valued answer sheets for clarifying doubts and issues. Those who couldn't take exams due to personal inconvenience are given opportunity for retests. Parents meetings are called up after each main internal exams to communicate the progress.

Uploading internal marks: Internal marks are uploaded within the stipulated time to the University portal after signature of students are received. Every department keeps class wise internal mark register, which shows the split up marks of students and their remarks.

Online Platforms: Apart from offline sources, during this COVID-19 pandemic situation, online examinations are conducted by all departments through platforms like Google Meet and Google Classroom applications. YouTube Classes were organised by Physics dept and other mediums like, WhatsApp, Zoom, Online Quizzes etc. has also been made available for the internal assessment.

Question Bank: Every department maintains question papers of earlier exams (internal and external) for revision and analysis.

CCTV surveillance: CCTVs are installed in every classroom for ensuring utmost transparency.

Based on internal assessment, weak students are identified and special coaching classes are given to them. Students are evaluated continuously and constantly monitored by the teachers to get them ready for university exams.

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

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

Response:

The college has an effective system to address the grievances of the students for internal assessment. The mechanism is transparent, time bound and efficient. Any issues on internal assessments are initially handled by concerned class teachers and unsolved matters are taken to the knowledge of Principal.

College has set up an **Internal Examination Grievance Committee** of seven members involving Principal, Vice Principal, three other teaching faculties and student representative, where almost all the academic and nonacademic issues are redressed. College follows **3 tier grievance mechanism** at Department, College and University level. Any grievances on internal assessment can be initially informed to department head. If they become unsolved in the first stage, the issues are brought to the notice of the principal and serious matters are taken to the knowledge of University after appropriate discussion with

students.

Every department maintains **Grievance Minutes book** for recording the grievances of the students. For ensuring effective grievances redressed mechanism, **grievance boxes** are set up aside of the notice board of every department, where students can write down their issues (both personal and academic). In every two weeks they are checked out and if any; handled with immediate effect. Apart from this, students can show up their issues and feedbacks on **college web portal**.

Prior notice on internal exam details is displayed college notice board and also circulated in all class rooms to their knowledge. Students can approach concerned teacher if there any discrepancies on evaluation. Internal evaluation of Practical, Viva Voce etc. are done in the lab itself in the presence of students, so that process remain transparent and grievances are minimised. Any grievances related to attendance, internal exams, internal marks etc. are initially handled by the department heads and then handover to Grievance Committee. Daily absentees are timely informed to parents through **SMS alert,** besides consolidated attendance of each semester is published on department notice board. Those who couldn't take exams due to personal inconveniences are given opportunity for re-examination. Stipulated time is given to clarify their complaint on internal marks before signing and uploading final internal mark sheets on university portal.

As well as, any grievances on external examinations are also redressed after analysing the question papers by the subject handling faculties with Department Heads and proceeds the matter to University through memorandum or directly contacting with chairman. If students aren't satisfied with the marks, they can apply for revaluation.

Mentoring system helps students to get relief from stress and anxiety that comes up during semester exams. As a part of this, twenty students are allotted to each mentor. Once in every month mentoring and tutorials are carried out by the teachers to understand their issues personally. Moreover, faculty of BSW department renders personal counselling to students. Since this is an internal evaluation, students cooperate in a well positive manner and up to this stage no serious grievances were raised in the college.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The ultimate aim of introducing the outcome-based education in the institution is to provide student centered learning that focuses on measuring the performance of students through outcomes on completion

of UG or PG program after three or two years respectively. The outcomes include knowledge, attainment of skills, values, attitudes and appropriate judgment. There is also an emphasis on holistic development of the students as the learning outcomes focus on imparting values and ethics and enhancing their interpersonal and communication skills. The POs/COs are thus in keeping with the vision and mission of the institution.

The College has clearly stated the Program Outcomes, Program Specific Outcomes, Course Outcomes and Learning Outcomes in the institutional website. The Vision and Mission also displayed on the College website as well as on the college campus. The syllabi of all the departments (UG and PG program) with the program outcomes and the course outcomes of all the individual courses offered by the departments are displayed on the College website, college diary, and prospectus. The Program Outcomes, Program Specific Outcomes, Course Outcomes and Learning Outcomes are mentioned by the affiliating university in the syllabus prescribed to each course. The program specific outcomes are closely related to the contents of the syllabus. They are syllabus oriented and may vary as per the subjects.

The following are the methods adapted by the institution to improve the learner's outcome:

1. Compulsory attendance- minimum 75 % per semester

2. Strict adherence to Academic Calendar to complete the portions.

3. Timely evaluation of the paper for continuous internal assessment.

4. Maintenance of the practical Records.

5. Remedial measures taken based on the result analysis.

6. Counseling and guidance given for better performance.

Communication of the POs/COs to the Students:

In the beginning of every academic year all the outcomes are verbally communicated to the students by teachers during principal address. The College website has details of the POs of all the UG and PG programs. The COs of all the courses offered by a department are displayed on the website. At the beginning of the academic year during the Orientation Program students and parents are briefed about the Programme Outcomes. The concerned faculty of each of the departments brief their respective classes about the POs and Course Outcomes. All these outcomes are explained to students in the classroom directly or indirectly.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

The institution and its departments used to plan and conduct all activities in the light of program outcomes, program specific outcomes, and learning outcomes. It continuously assesses, whether the outcomes have been achieved or not. The performance of students in university exams and in different internal exams is one of the parameters of outcome assessment. The students' overall performance in co-curricular and extracurricular activities as well as their behaviour on and off the campus are also analysed. The business ventures started by our students, their placements just after the course, and their progression to higher education can be taken as a proof of the attained the course outcome.

The institution evaluates the Course Outcome and Program Outcome among the students by using various methods. They are as following:

Direct Assessment (80%):

Direct Assessment consists of the assessment of products produced by students for the purpose of learning and to demonstrate learning.

1. Assignment (5%): The students are assigned to solve several problems related to respective courses; one assignment per unit in the course. The assessment will be done based on their performance

2. Internal Examination (25%): This type of performance assessment is carried out during the examination sessions which will be held twice in a semester. Each and every internal examination is focused on achieving the course outcomes.

3. Semester End Examination (70%): Semester End examination comprising the entire syllabus of the course is a measure for assessing whether the entire COs are attained or not.

Indirect Assessment (20%)

Indirect Assessment involves a report about learning rather than a direct demonstration of learning. It consists of:

1. Student's feedback

2. Course Assessment

3. Analysis of Student's progression and placement.

4.Survey among students

Feedback on overall teaching performance of each faculty member allotted to the respective class is conducted at the end of the semester. In addition to that Feedbacks on curriculum were also collected from students, Alumni, Employers and Stakeholders. Analysis of the feedback is carried out by the Internal Quality Assurance Cell (IQAC) and shared with faculty members through HOD. The outcome related questions included in the feedback form will be mapped with concerned Pos, and attainment level of POs

will be identified by Departmental Assessment Committee.

The course assessment of each program is done by IQAC and academic council at a regular interval.

Every Department prepares and updates the Student Progression List every year. Therefore, it is easy to understand the progress of students and can assess the attainment of course outcomes through their achievements, placements, and progression to higher studies.

Departments conducts survey among its alumni members by using google forms to record their progress. This survey results often serves as evidence of the outcomes they have achieved.

The institution incorporates its own measures to provide outcome-based education by inculcating, communication skill and competitive spirit, literary sensibility, good citizenship, soft skill development, women empowerment, gender equity, entrepreneurship, social responsibility, management skill, software development skill among its students.

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

2.6.3 Average pass percentage of Students during last five years

Response: 76.95

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

2020-21	2019-20	2018-19	2017-18	2016-17
277	278	239	306	275

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

2020-21	2019-20	2018-19	2017-18	2016-17
422	410	303	356	318

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response: 3.7

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 1.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.5	0	.10	0	0

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

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

Response: 1.56

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

Response: 1

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

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

Response: 5.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	0

3.1.3.2 **Number of departments offering academic programes**

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

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The Institution has created an ecosystem for the creation and transfer of knowledge by planning, organising, and conducting varied curricular and co-curricular activities. It strongly believes that the educational process would only be complete when it is competent to endeavour, create, modify, and update the existing stock of knowledge. The various departments, clubs, and other associations of students contribute to instilling such an environment and thereby maintain a valuable ecosystem in the Institution. A monitoring team is there in the institution for the effective transaction of this ecosystem, to promote the abilities of students, and also to encourage their activities. It might be due to this system that the students of this institution could secure top positions in the university examinations, arts festivals, sports meet, etc.

The **ED club,** initiated by the Department of Commerce, has been conducting, informative, productive, and creative programmes, to impart ideas about startups and business strategies. These programmes are highly influential to the students and make them business enthusiasts. The ED club hosted inter-departmental activities to encourage all other students of the institution also towards business. By virtue of these continuous programmes, many of the students could start, own business enterprises just after their graduation itself, and most of them are turned out to be distinguished businessmen and women.

The institution has a drama club, **'Theatre of Nataraja'** which functions with vigour, nourishes the talents

among children in acting and film making. To develop a creative ambience towards drama and short films is the main objective of it. With many training programmes and workshops, the club is a torchbearer to students in the world of art and films. Many students from various departments started their own YouTube channels, vlogs, and bloggers under the influence and inspiration of this club. **Shyam Krishna**, the former student of the Institution, (BCom.C.A, 2017-2019 Batch) and an active member of the club, got admission to the **National School of Drama,** Bangalore center, He is the only Keralite who got admission to the acting course in the year 2021-2022.

The college has a **Student IQAC** with selected active students from 13 departments. They have been actively involved in the quality improvement measures of the Institution from the students' part. They are planning to start a **campus radio** in the current year.

Students from various departments of the Institution have started an online education platform, **'Live Line'.** They are providing **online tuition classes for higher secondary students,** on all subjects of Science and Commerce, as completely free. Currently, 67 students from different schools are beneficiaries of this platform. The first batch of students successfully completed the academic year with a 100% pass percentage.

PG Department of Commerce and Management often conducts Management Fests. During the pandemic period of Covid 19, also they have conducted a management fest online. It was a novel initiative among other colleges under Kannur University. The **digital college magazine** was released as a novel initiative in the year 2020-2021. The College Fest was also conducted online.

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

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

Response: 11

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	1	2	1

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

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

Response: 3

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

Response: 3

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

Response: 1

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

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

Response: 0.31

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	7	5	1	1

20-07-2022 12:21:25

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

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

Response: 0.02

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

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

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

3.4 Extension Activities

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

Response:

The Institution has a wide range of extension activities under the Management, Teachers, N.S.S unit, College Union, Clubs, Students and Departments. The extension activities of the institution got recognition and appreciation from the recognized bodies. The Institution was awarded **The Institutional Excellence Award 2020** by **AIRIO** (Association of International Researchers of Indian Origin) for the institution's contribution towards social extension. The major extension activities of the institution for the past five years are as follows:

The Management of the Institution constructed 10 new houses and handed over to the homeless people of the locality. The students and teachers also took their own part by actively participating in the construction works.

The students of N.S.S**. had constructed many new roads** at different places of the village.

They actively took part in **building new houses** for the poor people and helped to **renovate many houses in the village** in association with Panchayath.

They often **clean the town and premises, drainages and roads** of the neighbourhood in association with Suchitwa Mission.

The various Camps and programmes of the N.S.S unit proved to be vital in the extension activities of the Institution.

In association with **Student IQAC**, students from the institution have started an online education platform, **Live Line.** They are providing online tuition classes for higher secondary students on all subjects .67 students from different schools are the beneficiaries of this platform.

The student IQAC provided six days' online workshop and hands-on training programme on ICT Tools to the high school students of G.H.S.S Mathil which was very helpful during the online learning scenario.

A **Blood Donor's Forum** is actively functioning in the college, regularly **donating blood** to nearby hospitals and organising **blood donation camps and blood group detection camps**.

The Institution prepared hand sanitiser at the chemistry lab and **distributed 500 bottles of sanitisers and thousands of masks** to the public at the COVID-19 outbreak. The students also **made a campaign** on the precautions to be taken among the public.

The school students of the neighbourhood have been visiting the Microbiology lab as part of their experiential learning and the students of the Department of Microbiology helps them to prepare for their district level science fair. The villagers often depend on the Microbiology lab of the Institution to test the purity of water samples of their houses.

'Nanma Niracha Ruchi', initiated by the Students Union provides meals to different orphanages nearby.

The students of the department of Mathematics started a programme, '**Meal at Noon'**. They have been providing lunch coupons to the students, who didn't bring lunch.

The Student Union members cultivated vegetables on the college premises and handed them over to IRPC Mathil

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

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

Response: 1

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

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

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

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

Response: 38

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

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

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

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

Response: 43.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
1112	425	332	378	347

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

3.5 Collaboration

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

Response: 40

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	12	10	9

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

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

Response: 7

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	1	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Gurudev Arts & Science College is situated in a very beautiful hill-top, near Mathil town of Kankol Alapadamba Grama Panchayath. It spread across 23 acres of land with environment friendly, green campus and the buildings were constructed with an aim to have an **eco-friendly campus.** The institution has adequate physical facilities and infrastructure for the existing academic programmes. It has ample facilities and equipments to facilitate effective teaching and learning.

The institution has a building structure of multi storeyed, **three academic blocks**, which are **interconnected** and have an easy access to each nook and corner. There is a **ramp** in the middle of these blocks, which enable the differently abled students to reach all floors of the institution. They also provided with special rooms, specific care and attention during university exams.

The existing academic blocks of the institution have **50 spacious and well-maintained classrooms**. All the classrooms are well-furnished and ventilated with sufficient number of lights and fans. All the P.G class rooms are **smart classrooms**, which includes audio-visual facilities, LCD Projectors, speakers and all other **ICT facilities.**

Three main halls are there in the institution to carry out academic and co- curricular activities. The main **seminar hall** is having an average seating capacity of 150, well-furnished and fully equipped with LCD projector, speakers, sound system and all other ICT facilities. An **air-conditioned Conference Hall** with all facilities is there for important academic meetings and discussions. Another **mini hall** is also available to conduct other minor meetings and programmes.

The library is set with sufficient number of books on all subjects and it is always updated with academic and general changes. It has an area of 2860.sq. feet with an attached **reading room**. There are separate sections for each and every subject. The **computer termina**l in the library provides support for **e-books and e-journals**, and Internet access to all students.

The **7 well equipped science labs** and the **computer lab** are always the proud factor of the institution. There are **two separate labs for the UG and PG** departments of **Physics** and **Chemistry.**

The computer lab is well maintained with adequate number of computers. A **browsing terminal** also attached for the common use.

The Microbiology lab and **Biochemistry lab** are considered to be the best among the other institutions under Kannur university.

Psychology Lab is also set up with all facilities and equipments. In addition to these, a **commerce lab** and **language lab** also functioning in the institution to improve the learning experience of students.

 The whole **campus is Wi-Fi enabled** and **free Internet access** is assured for students. Every department is provided with Laptops and P.G students are allowed to use it.

 Public addressing system is in place and the departments and offices are connected with **Intercoms**. Portable **LCD projectors** are also made available.

The **college store** is functioning as a **e-service center a**nd all academic related books are made available.

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

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

Response:

   The institution always aims at the holistic development of its students and gives due importance to sports and cultural activities. The institution maintains the top position in the university arts festival among other self-financing colleges under Kannur university. In sports also the students of the institution could achieve astounding victories. The institution always tries to provide the students with ample facilities for improving their artistic and sports talents.

    The sports activities and games of the institution are headed by **a Physical Education trainer** and the **Sports Club** of the college. Students with exceptional skills are selected through selection trials and they are given rigorous and quality training. The service of the **specialised and experienced coaches** and former players are made available for special coaching. The students are encouraged to participate in the Intra-College, Inter College, University and state level competitions.

    The institution has a mini **playground** for the practice of Football, Volleyball and Cricket. A large **open air turfed stadium with tracks,** which spread across **5 acres of land**, is under construction and on the final stages of completion. This might be one of the largest stadiums in the Kannur district itself. A separate **sports room** is there for keeping the sports items and goods and also to arrange minor meetings. The institution has an agreement with a privately owned **Indoor Stadium**, near to the institution so that the students can use it for their badminton practice. The institution also has an MoU with the Grama Panchayath for using **the panchayath playground**. It helps the students for their regular practice.

    The institution has all the facilities for the **indoor games** also**. Chess boards, Carrom boards, Table tennis facilities**, etc. were   set inside the sports hall of the institution. A mini-**Gymnasium** with basic facilities is also set inside. A **yoga hall** is also a part of the indoor sports facilities. Since the Institution is providing **Karrate training** under the **Martial Arts Club**, provisions are there for practicing Karrate. The institution has a well-equipped **Kalari Center**. Mr. Linukumar, Assistant Professor, Department of Physics is in charge of Kalari. All provisions are made available for the students to practice Kalarippayattu inside the campus.

The **seminar hall** is used for most of the cultural fests and activities of the institution. **Open air stage** has been arranging for the major programmes like, College Day, Fine Arts Day, etc. The institution has an **Arts Club** team comprising faculty members and student representatives. Every year, the institution conducts institutional level arts competition and selected participants are being sent to participate in the competitions of University Arts Fest. Special coaching has been given to students to participate in arts competitions. **Special trainers** for all the group items and individual items are made available to the students by the institution. The mini halls of the institution are made available for them to practice.

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

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

Response: 12.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

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

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

Response: 37.85

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

2020-21	2019-20	2018-19	2017-18	2016-17
22.62	103.60	4.32	16.02	19.58

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

4.2 Library as a Learning Resource

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

Response:

Name of ILMS software: KOHA

Nature of automation (fully or partially): partially

Year of automation: 2013

The institution has a well-furnished Library partially automated with KOHA open-source Software. The library keeps suitable ambiance for reading and learning. The library building has an area of 2860 Sq ft with ample space for individual and group studies. It has a total seating capacity of 80 seats. Library also consists of reading / writing area, newspaper and journal display, stack area, computer terminals, circulation section, new arrivals display and reference section. It has a separate reading/ writing section for staffs and students. A separate computer terminal is also arranged for accessing E-resources and Internet. The library is furnished with sign boards for locating the books easily. The library uses bar code technology to speed up transactions. It has automated gate register (computerized entrance register) also. Its working hours are from 9.30 am to 4.30 pm from Monday to Saturday. During vacation also, the library is functioning as per demand. Library has a wheelchair assistance facility and also, librarians and other staff personally attend to the needs of physically challenged users.

KOHA is the software used for library automation. It is a full featured open-source ILMS. It was established in 2013 and updated in 2019 with 18.05 version. It is currently maintained by a team of software providers and Library Technology staff from around the globe. The library can be accessed from anywhere in the campus with the establishment of a Remote Access facility through the OPAC system from 2019 onwards. It is an open-source integrated library management automation system. KOHA has all the necessary modules required for running the library most efficiently.

The Books are being classified and arranged using DDC (Dewey Decimal Classification) system. A separate section is there for reference books and research journals. The college library is subscribed to INFLIBNET N-LIST and it has access to 90,000+ e books and 4000+ e journals. The library has a digital repository of 400 books and e-question papers. The library is having a sizeable collection of 1000+ previous question papers of university examinations.

The library has an advisory committee. It is in charge of designing policy matters for the smooth functioning of the library. The committee consists of Principal as the Chairman and Librarian as the

member secretary. 10 faculty members of different streams are the other members in the committee. Library Advisory Committee meets regularly and discusses on the activities of the library, automation, purchase of books, conducting book fairs etc.

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

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

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

Response: 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.81	0.53	1.55	0.89	1.71

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

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

Response: 17.74

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

Response: 234

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The Institution maintains ample IT infrastructure and updates it frequently for the effective teaching learning process. The college management periodically monitors and maintains all the IT facilities in the campus.

The computer lab was established in the year 2004 with eighteen computers. In 2008 additional twenty computers were bought to the computer lab and the old eighteen computers were replaced. The department of computer science was established in 2014. Presently the computer lab is equipped with 30 computers and an additional three have been served as browsing center for common use. There are 55 computers for teaching learning and administration. All the departments are provided with laptops. The seminar hall and conference hall are fully equipped with ICT facilities and interactive boards. All the PG classrooms are smart classrooms with complete ICT facilities. Portable LCD projectors are also made available.

The first internet connection in the campus was provided by BSNL with 10Mbps bandwidth in 2012.Two Internet connections were provided for the office use and one for the computer science lab. In 2015-2016 Kerala vision broadband connection with a bandwidth of 100Mbps was introduced and extra routers were installed. Now the whole campus is completely Wi-Fi enabled.

The institution was completely enabled by G-suite by 2020. All the faculty and students are provided with institutional mail Id. The faculty and students of the institution are using all the ICT tools like, Google

Meet, Google Classroom, Google sheets, Google Forms, etc. for the teaching learning process. More than 15000 online live classes were handled by the teachers during the last online academic year. Internal exams were conducted online and even PTA meetings were also online. An SMS alert system of student's attendance is effectively functioning in the institution. The parents have been receiving notification messages if their wards were absent.

KOHA software was installed for library management in 2013. In 2019 OPAC system was used for searching the collection of books and other materials in the library. Separate computer terminal is available for the access of e-resources and Internet for the students. Entry in to the library was automated using barcode system. Students as well as staff members can easily access digital library facility which is available in the college website.

E-governance is implemented partially in administration, finance and accounts, Student admission and support and examination. The Office was fully computerized and the admissions were completely online. From 2015 onwards biometric finger print was used to manage the attendance of every staff in the institution. In 2015 sixteen HD cameras with 2TB of hard disk were installed outside the college premises. Thereafter in 2017, twenty-one IP cameras with 4TB hard disk were installed outside the college premises and sixteen HD cameras were placed to examination halls. In 2018 EPBX was installed and public address system was introduced in the campus. Intercom facilities are there in every department and office for the fast and effective communication.

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

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

Response: 66.05

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

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 13.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
17.73	5.59	15.32	10.89	5.30

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

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

Response:

The Institution has a well-established system and procedure for the effective and proper maintenance of the infrastructure, academic and other support facilities of the institution. The entire academic and support facilities are systematically maintained and special care has taken to ensure proper functioning of the system. The institution conducts regular checks and inspections of all aspects of the facilities periodically to ensure optimum working of each system and facility.

The **laboratories** of the institution are well maintained. Stock register, Logbooks, and breakage register are properly maintained by the respective laboratories. The lab assistants assist teachers and students effectively and are responsible for taking care of the cleaning and arrangement of lab and its equipment. Breakage caused by students is entered in the breakage register and being replaced timely. The department council proposes and reviews all the major works pertaining to renovation and maintenance of the lab. Purchase of the equipment, lab settings and other major maintenance and renovation works in the laboratories are outsourced to the external agencies.

The college **library** has a proper maintenance system. The Librarian facilitates the effective functioning of the library and proper maintenance of the books. The students are given clear instructions regarding the care and handling of library documents and books. The books are issuing for a period of seven days. They can either return or renew it after the due date. The stock register, issue register, general

and periodical register, membership register, etc. are keeping properly. Library books stock verification is done at the end of every academic year.

All the **computers** in the institution including that of computer lab are well maintained and installed with antivirus packages. The computer lab is efficiently managed by the lab assistant. The annual maintenance includes the required software installation, antivirus and upgradation. To minimise e-waste, electronic gadgets are serviced properly and reused. Stock register and issue register are properly maintained. Purchase of the equipment, accessories and other materials of the IT Lab is outsourced to external agencies.

The sports equipment and fitness equipment, are supervised and maintained by the Physical education trainer and sports club of the college.

The maintenance of the class rooms is carried out by the college management and administrative wing. A stock register is kept and records the maintenance report of the class rooms. Major maintenance works are outsourced with consent of management and civil works are done with a supervisor appointed by the management. Two full time cleaning staffs are there for clean and to maintain the campus neat and hygiene.

The management is very keen to ensure the proper maintenance of all properties and assets of the college. Carpentry and building maintenance are getting done timely. A part time staff is appointed in the college for the general maintenance.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 1.48

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	16	23	23	8

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

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

Response: 0.87

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	13	13	10	7

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

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

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

Response: A. All of the above

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

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

Response: 24.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1189	210	10	100	0

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

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 10.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	37	54	83

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

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

Response: 140.86

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

Response: 655

File Description	Document
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	

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

Response: 30.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	9	18	4	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	28	43	18	0

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

5.3 Student Participation and Activities

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

Response: 66

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	24	13	10	13

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

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

Response:

Gurudev Arts and Science College yields ample representation to students in various decision-making bodies. It always ensures its students' representation in various academic and administrative bodies. Students' representation is mandatory in the following bodies: Academic Council, Anti-Ragging Committee, Grievance Redressal Cell and Women Cell. They are actively functioning in the college with student representations. The college has a Student IQAC with selected active students from 13 departments. Different clubs are actively functioning in the college and students are conducting and coordinating various programmes with the supervision and monitoring of teachers. The institution has an elected college union, which forms in each year through a free and fair election as per the Kannur University guidelines. The union consists of student representatives such as Chairman, Vice Chairman, General Secretary, Joint Secretary, General Captain, Fine Arts Secretary, Student Editor, U.U.C and different Association Secretaries and Staff Representatives such as Staff Advisor, Fine Arts Advisor and Staff Editor. Students who possess academic credentials with no arrears, sufficient attendance, and disciplinary regularity are eligible to contest as union chairman and other members. For that, the union selects one representative from each department to the college union.

The college Union acts as a liaison between the college administration and the students. The college union is an official body, which represents the students before college authorities for curricular and extracurricular matters. Necessary discussions are done with the college union for academic and administrative matters, to chalk out various student activities and suggest innovative steps needed for quality improvement. The Union informs their suggestions to the principal, in academic matters or other quality improvements, which are to be discussed in the College Staff council for further action.

The college union initiates all the arts, cultural and other programmes on campus every year. The Union activities act as very crucial in the overall development of the Institution.

The college has a Student IQAC with selected active students from 13 departments. The Students IQAC initiates all the quality assurance activities of the institution from students' side. It organises various programmes and seminars. It has organised a seminar on Drug and Drug abuse. M.Rajeevan, preventive officer, Excise Range officer, Payyannur was the speaker. The student IQAC and the College Union of Gurudev Arts and Science College jointly organised a blood donation camp. The Student IQAC celebrated Teacher's Day on September 5, in a grand manner.

The college has a well-functioning NSS unit of the students, The NSS volunteers conduct various programmes and activities and also conduct NSS camp every year for enlarging student's social responsibilities. Nikhil Krishan, one of our students from the Department of Social Work, got selected in the advisory committee of the university NSS unit in the academic year 2019-2020. The NSS unit, helps in accelerating the social extension activities of the institution.

Gurudev Arts and Science College Union and students have a good representation in university bodies and activities. Anjali M.M from the Department of Biochemistry got selected in Kannur university handball team.

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

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

Response: 10.6

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

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

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

5.4 Alumni Engagement

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

Response:

Gurudev Arts and Science College has a well-functioning, registered alumni association from the year 2021 onwards, which aims at establishing close contact and friendship among old students with a view to undertake various social, cultural and academic activities. It has an important role in shaping the future of the college by contributing to the development of its infrastructure and academic activities. Alumni association of the college comprises a president, vice president, secretary, joint secretary, treasurer and other two members. A new Facebook account has been created for the purpose of college alumni. The college conducts department level alumni meet every year. The first college level alumni meet was conducted on 26/ 11/ 2020. An executive meeting of departmental alumni is conducted to ensure coordination and proper conduct of alumni gathering. For alumni meetings, each department keeps respective minutes books. Alumni committee of each department is under the charge of Head of Departments and the present faculty and alumni are members. 'Meet the Alumni' is another innovative programme which provides a wonderful opportunity for the students of every department to share their thoughts and doubts with their alumni regarding academic excellence. Interactive sessions are conducted by all the departments. Every department conducts programmes which include seminars, workshops in association with their alumni committees. The Department of Chemistry in association with alumni has conducted three national webinars through Google meet platform. Department of Computer Application has conducted an alumni programme and congratulated an alumni member named Jishnu P.V, for being honoured by Apple for pointing out an error in apple's security system by giving a momentum of appreciation . He won the web server credit **(Hall of fame) from Apple Inc**. The BCA alumni distributed a momentum to alumni member, **Akshay. K,** who got **3rd Rank** in **MCA Entrance, Kannur University**. The Microbiology Department conducted a talk on scientific literacy by one of the alumni members. Department of Mathematics conducted an alumni programme related to **Ramanujan Day** and also conducted a webinar which is handled by the alumni members, on the topic **"Fractals"**. In association with its alumni association, the PG Department of Commerce have conducted a webinar on the topic **"Mental Health"**. It was intended to solve the mental problems of students arising from the Covid 19 pandemic situation. The Department of Physics in association with alumni conducted a poster competition as the part of **World Ozone Day celebration**. The executive members of the Biochemistry Alumni Association, GASC, organised a webinar on the topic of "**Bioactive Compounds from Seaweed"**.

Gurudev College alumni contributed a lump sum amount of Rs 40,000 for the college. From

this, an amount of Rs 25,000 was allocated for college rank holders' name board and Rs15,000 for the succession list. In 2020-21, they again contributed an amount of Rs 23,000 for Laminar Airflow, Rs 17,590 for girls' room accessories and Rs 9,500 for seminar hall accessories respectively. In addition to this, the alumni members contributed Rs 25,000 for the Department of Microbiology for further needs

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

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Gurudev Arts and Science College was established in the year 2002 at Mathil, Payyanur. The College, affiliated to Kannur University, comes under Gurudev educational trust. Mr.M.V. Purushothaman was the founder chairman. In the month of June 2012, the management of the College was transferred to Malankara Catholic Diocese of Bathery. His Excellency, Dr. Joseph Mar Thomas became the Manager and Patron of the College. The institute was named Gurudev after the great visionary Rabindranath Tagore and we follow the tenets of Tagore's educational vision by creating an environment that enables the student to develop a healthy kinship with nature and cultivation of the pupil's creativity or imagination.

Our institution provides excellent educational opportunities that are responsive to the needs of our students and empowers them to meet and exceed challenges as active participants in shaping the future. The college also focuses on inculcating the urge to learn and explore new areas among students to create a high quality educational environment which uncover hidden talents and creativity in students through various clubs and art programs. Governing bodies provide affordable quality education based on values while equipping students with knowledge and skills in their chosen stream and thus shape them into future leaders, entrepreneurs and above all good human and social beings.

College Council comprises CEO, Principal, Bursar, Heads of Departments, staff council, IQAC cell, student union and NSS. Innovative decisions and administrative methods are carried out by the college council which acts ethically in interaction at all levels. CEO holds administrative development leading to efficient and well-structured institutions. Principal acts as a connecting link between higher authorities and working authorities making splendid contributions to the overall upliftment of the institution. Bursar paves way for the proficiency in transparent and well-structured infrastructure. The college IQAC cell plays an imperative role in connecting and coordinating various bodies in the institute and takes responsibility to ensure quality of both academic and administrative matters. The staff council actively assists the Principal in academic matters as well as in maintaining discipline in college. Teachers maintain a high standard of integrity and performance leading to achievement of academic value and encourage enthusiastic independent thinkers and learners striving for their personal growth. The management and teachers in tandem strive to organise new training programs and courses to pave the way for the overall development of students and prepare them to thrive in a more diverse, interconnected world. The student's union is also given a functional role in the campus activities and functions, thus cultivating organising and leadership skills among students. The NSS and the student's union strive together under the able guidance of IQAC and teachers, to organise programs that nurture the social linking of the students and mold them into responsible and socially committed citizens.

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

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

Response:

The institution entertains a culture of participative management by encouraging active involvement of the management, staff, students and stakeholders in the smooth conduct of the activities of the institution. Deputation of responsibilities, interactions, feedback and discussions are the various strategies adopted to ensure participative management. The College Council is chaired by the Principal and an elected teacher is the secretary to the college council. The staff council committees form the backbone of the college.

All decisions taken by the Management are through discussions and deliberations. There is a network system to coordinate activities for the successful conduct of the College. Staff council headed by a staff secretary holds meetings and takes decisions for academic and non-academic improvements. The department meetings headed by HODs are conducted to discuss departmental activities. The Principal calls HODs to discuss the needs, problems and suggestions to improve the educational quality and infrastructure and forward it to the Management for further action. Meetings with democratically elected student union members are also conducted by the Principal. The constructive suggestions of the students represented through College Union are also given due importance. The teaching and non-teaching staff is represented in the College Committees on account of this participatory Management. Different committees such as Women's Welfare committee, Internal Examination Committee, etc. and departmental and interdepartmental clubs are functioning in the college.

Case Study: Establishment of IQAC Cell for NAAC Accreditation.

Getting successfully accredited from a recognized body is quite imperative for any higher education Institution. It determines the quality of education that the Institution offers. Considering the mandate for enhancement of quality in higher education and research, the college decided to implement an IQAC Cell. A staff meeting was convened to discuss the formation of the IQAC cell and applying for NAAC accreditation. The meeting took a unanimous decision to establish an IQAC cell in our college. As per the decision it was presented before the College Council. In the discussion the implementation of the IQAC Cell of the college was applauded and the same was established on 10-07-2019. On 28 January 2020 the PARAMARSH scheme was launched by NACC. As per the scheme, Mar Ivanios College, Trivandrum, as a mentor college approved Gurudev Arts and Science College as its mentee college.

Based on the seven criteria in SSR preparation for NAAC accreditation, seven quality circles were created. Each quality circle consisted of a criteria head and other members of the faculty. All the members of the faculty became members of respective criteria to ensure better coordination and updating of relevant files. The IQAC coordinator monitored the duties rendered to each criterion. Respective criteria groups summoned meetings to discuss the improvisation, if any, needed for the updating of the files. Student IQAC as a part of the scheme actively participated in this procedure and ensured their identity in assuring quality education. Thus, the entire process of IQAC formation and SSR preparation for NAAC

accreditation was decentralized with decision making taking from the bottom – up.

File Description	Document
Upload any additional information	

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The management of the college has prepared a strategic plan for quality enhancement of the institution. There are three level target achievement analyses: short term, mid-term and vision accomplishment. The institution always tries to ensure quality in all its endeavours. The Management, Staff Council and the IQAC constitute the policy which is implemented with the whole hearted support of the college staff.

Activities Successfully Implemented:

The governing body and college council periodically examines the weaknesses and necessities of the institution and takes measures in the form of strategic plans to address the issues. The students of our college have consistently excelled in academics. University ranks have been achieved by students from various departments. Moreover, the number of colleges in the region is minimal and PG courses are not available in the accessible colleges. In 2012 the management of our college changed. The new management stepped up to improve academic standards. Consequently, there were plans to include PG courses in various departments. Within three years the plans were implemented and PG courses were installed in the curriculum. Five departments were upgraded to PG level. The departments are benefited by the addition of these courses. Overall student facilities are improved resulting in the betterment of all departments.

The final year PG class rooms are smart classrooms with advanced facilities. The college has a well-developed library, stacked with books required for all departments and newspapers, journals and magazines. E- Library facilities are also made available for staff and students. Execution of e governance has been successful in admission procedure, fee payments, finance and accounts and examination. Solar plant has been installed. This ensures self-sufficiency of the institution in energy needs and rightly supports going green. The implementation of building expansion plan has contributed to the development infrastructure. Water purifying plant has been constructed and is ready for use.

Future Plans of the Institution:

Apart from the above-mentioned programs, the college took up different initiatives:

The institution plans to make three departments to be research oriented. This will make it possible for students to publish their own ideas and ads to the academic development of our college. The financially backward students are to be backed by scholarships from Gurudev Management and students who failed

are to be given "village classes"-a scheme in which they become more aware of other educational possibilities and chances to build a different career based on their interests. This can be done online. Gurudev College needs to act as a link between the students and their future.

Other plans of the institution include: construction of a multi-use stadium and a swimming pool in the campus, renovation of sports complex for encouraging co-curricular activities, new administrative block for hassle free operation of the institution, providing various skill oriented courses including add on courses, adoption of innovative teaching methods and creatively enriching learning experience, revampment of refreshment amenities and enhancement of recreational areas and to get NAAC accreditation under the guidance of PARAMARSH.

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

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

Response:

Gurudev Arts and Science College has a well-defined organisational structure and is run by Malankara Catholic Diocese of Bathery. The apex power of the institution is The Manager and Patron of the college. The college is one among the most reputed self-financing institutions coming under Kannur University. The institution has a very different perspective which is indefatigable.

College Management:

CEO and Director- is the overall administrative head of the institution. His responsibilities include major strategic direction regarding the development of the college, and creating and implementing the vision and mission of the college.

Bursar- is assigned with the responsibility of managing the Financial Control of the college. He is the head of the college financial office.

Academic Section:

Principal- As the head of the institution, the Principal is responsible for overall administration and promoting an atmosphere that is conducive to learning and fostering leadership qualities in others. He is responsible for supervision and guidance of staff, administrative arrangements, conduction of examination. He reviews and revises policies, rules, regulations and philosophy of college. **Vice Principal-** The overreaching duty of the Vice Principal is to assist with defining and enforcing policies of the Principal in all activities for overall development of the institution. **College Coordinator-** works with the leadership team to achieve the college vision and mission and is responsible for effective curriculum delivery and achievement of college goals. **HODs-** are responsible for effective and systematic working of their departments with strong academic leadership and ensure the higher possible standards of excellence in all their activities. **Staff Council-** the major decisions regarding the internal administration are ratified by the

staff council. Staff council consists of the Principal, Vice Principal and all HODs of the institution. **IQAC-** IQAC is a significant body that oversees the academic and nonacademic activities and ensures the sustenance and enhancement of quality and excellence. **Office superintendent-** Maintains proper communication with the University and is in charge of student's admission and university examinations in the college.

Appointment Procedure:

The recruitment procedure of the college is as per the Kannur University norms. After the submission of staff requirements by HODs to the Principal, vacancies are advertised in major newspapers. Applications received are shortlisted and the meritorious candidates are interviewed. Demo classes are conducted to assess their potential and skills. Candidates are selected based on the performance. Appointment orders are issued from the authority.

Service Rules:

As a self-financing college, the institution strictly follows the relevant parts of KSR (Kerala Service Rules). Teaching hours are from 9:30 am to 3:15 pm. Newly appointed staff will be under a probation period of 1 year. They will be posted permanently based on the feedback from the students on their performance. Maternity leave is sanctioned based on the rules. For resignation the Principal should be informed with a resignation letter 2 months prior to the resignation. The age limit of retirement for teaching and non-teaching staff is 65 and 60 respectively.

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The college has effective welfare measures for teaching and non-teaching staff. Programmes for improving their efficiency are done through the initiatives of IQAC. The following are the welfare measures extended to the teaching and non-teaching staff of the college. Staff members without PhD are encouraged to pursue research by registering for a PhD degree and publishing research papers.

1) Employee Provident Fund: All staff who are eligible as per the Staff's Provident Fund legislation shall be enrolled as members. The college shall contribute 12% of the pay to EPF of the staff. Annual statements regarding the EPF are passed by the EPF authorities every year. 2) ESI (Employees State Insurance): College provides 3.25 % of the pay to the ESI of required staff members who are eligible. Through this they are provided with medical support for the whole family. 3) The faculty members are eligible for availing casual leave of 15 days and 5 days of medical leave in an academic year. The office staff is provided with 20 days leave. 4) Reasonable salary with an annual increment in salary up to 12% is provided to the staff members. 5) Reasonable festival allowances are provided by the college for Onam and Christmas every year. 6) On Duty facilities for attending workshops, seminars, University meetings and conducting university examinations are also provided. 7) Teacher training programmes are conducted each year for improving the standards and teaching quality of the faculty. IQAC workshops and departmental seminars are some examples. 8) The institution encourages research and related activities like conducting seminars, workshops, and taking up minor and major projects. Departments are encouraged to organise seminars, workshops and conferences of their own choice of subject area. The College meets the partial or even complete expenses as and when required. 9) Free Wi- Fi service is available in the college for the staff, thereby helping to conduct the online classes smoothly during the pandemic period. 10) Use of the official E-mail id system is introduced in 2020 for faculty members, departments, and clubs. Online classes and webinars were conducted by using this E-mail ID. 11)Non-teaching staff members are given training at regular intervals. 12) The office as well as the labs and libraries are being automated for improving the quality of work.13) The management also provides an improved ambience of the Department staff room. 14) A social service society named 'Sreyas' is working with the cooperation of the college and staff members. Under this unit, with the financial support from Sreyas a cooperative store is functioning in the college, with the consent of college management. 15) Canteen facilities are available in the college campus where food items are supplied at a reasonable price. 16) Maternity leave is provided to staff members and those staff with ESI membership will be receiving ESI grants. 17) Ladies staff is provided with hostel facilities. 18) Staff is provided with separate parking areas in the college.

File Description	Document
Upload any additional information	

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

Response: 0

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

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

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	

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

Response: 2.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	1	1	1	1

File Description	Document
Upload any additional information	
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	

20-07-2022 12:21:26

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

Response: 41

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

2020-21	2019-20	2018-19	2017-18	2016-17
44	60	11	8	4

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

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

Response:

The college has an effective performance appraisal system for both teaching and non-teaching staff. There are different parameters to assess the performance of teaching and non-teaching staff. The institution evaluates teachers based on the learning outcome and academic excellence of students, research activities, academic contributions, co-curricular activities, professional competence and development related activities. For non- teaching staff, performance is assessed based on technical work, administration related activities, punctuality, efficiency, service-mindedness to faculty and students, timely delivery of services.

Performance of the teaching and non-teaching staff is assessed every year after appointment. Regular evaluation of the performance of employees is done to recognize the efficiency and commitment of a person in his/her career and to suggest corrections for improving the teaching method of the staff.

The college ensures quality teaching by taking feedback from students periodically. After reviewing the feedback of the staff given by the students, the Principal provides adequate suggestions to the concerned faculty and departments to improve their performance. Feedback analyses are shared by the Principal with individual teachers/ HODs to address any issues raised. The teachers on the other hand take necessary steps to improve the efficiency of their teaching on receiving the suggestions from the Principal. Teaching staff and non-teaching staff personally meet the Principal and inform him of any needs or grievances at any time, which the Principal takes due note and tries to solve as far as possible.

The management collects a written self-assessment report from each faculty member from 2016 onwards. Every Teacher is bound to furnish his/her self-appraisal form every year. This activity brings to

light the involvement of the teacher in the administrative and co-curricular activities. It also evaluates their contribution to the field of Research by assessing their participation/ presentation of papers in seminars and conferences, publication of articles in journals and involvement in extension activities. The duly filled self-appraisal forms are handed over to the HOD who transfers it to the IQAC, which after consolidation is handed over to the Principal. This is analysed and efforts are made to improve the capabilities and performance of faculty members on those criteria where, they lag behind and devise plans to strengthen them. The institute has recently organised a research committee in order to promote the teaching staff to take interest in research activities and enroll into PhD programmes in their respective subjects. The college conducts different training programmes and workshops for teaching and non-teaching staff to ensure that each faculty member is up to par and become self-sufficient. The workshop provided to the librarian regarding the utility of Koha software is an illustration of the same.

Keeping in touch with the changing demands of the education, the college put in practice the use of a structured Self-appraisal form wherein the faculty can give the details of their performance and activities they have undertaken to improve their professional competence.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The statements of accounts are handled and prepared meticulously and transparently by the Institution. Scrutinization and verification of the financial data is done by the Head Accountant. Audit is conducted in accordance with the auditing standards generally accepted in India. The institution keeps a proper book of accounts which is first audited internally and then is audited by a qualified Chartered Accountant.

The college management ensures compliance with policies and regulations in the fund generation and utilization of the same for overall development of the college. The major sources of the fund to the college are tuition fee from the students and funds received from the management, collections for workshops and skill enhancement activities.

Major part of the tuition fee collected is utilized for monthly salary of the staff; a certain amount will be allocated annually for purchasing lab equipment, educational technology aids and library books. Funds are also allocated for faculty development programmes, workshops, club activities, and other college welfare programs. An amount is utilized for the monthly repayment of bank loan used for the infrastructure development of the college and a small amount is allocated for the charity requirements.

The college has a transparent system of internal and external audits. The internal audit is done by the Bursar of the institution. Internal auditing is conducted at the end of each month. The DFCR (Daily Fee Collection Register), cash book, ledger and Vouchers are verified by him. The Auditor verifies the

control system concerning proper authorization, obtaining quotations, proper maintenance of accounts and records regarding purchase of fixed assets, purchase of material, investment and loans etc. Fees and charges received on account of admission fees, tuition fees, sports fees, examination fees etc. are verified based on the approved fee's structure. Cash books are verified with counterfoil of receipt book and fees register verification of counterfoil copies of fees receipt with fees received register are done. Investment registers and cash books are verified for income received on account of interest on investment and dividends, etc. Payments made on account of salary are verified from terms of appointment and increment policy. Electricity expenses, telephone expenses, water charges, stationery and printing, and purchase of sports items are properly verified with quotation, purchase bills, inward register and bills received from service providers.

The external audit is done in the month of April at the end of each academic year. The annual financial statement which includes all the receipts and expenditure is prepared at the end of every financial year. The audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statements preparation.

The Chief Bursar is currently the external auditor of the College. The auditors put forward certain suggestions which are tabled before the governing council for consideration and are put into implementation if so decided.

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

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

Response: 4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.20	0	0	0	0

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

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

Response:

College pays keen attention to mobilise as much necessary funds as possible. The college manages these funds in a much-disciplined manner to balance the smooth working of the institution. Major portion of the fund is used for the remuneration of the college staff. Provident fund and Employee State Insurance benefits are provided to the permanent staff. Building maintenance and infrastructure upgradation is achieved through regular monitoring by the management and the planning committee and revising suitable proposals for implementation. Adequate funds are utilised for development and maintenance of the library of the college. Funds are allocated for faculty development programmes, workshops, club activities, and other college welfare programs. An amount is utilized for the monthly repayment of bank loans used for the infrastructure development of the college. The committees like the Academic council, Library council look into the effective and efficient use of financial resources. A small amount is allocated for the charity requirements. Contributions from teachers are provided to support financially backward students and for social extension activities. Funds from alumni and philanthropists are used to improve necessary facilities in the college.

Other than the tuition fee collected from the students, financial support from the management, funds collected for seminars, workshops and skill enhancement activities from students and contributions from Alumni are also the sources of funds. Assistance from Philanthropists and contributions from the Staff members are also received occasionally. According to the financial requirement of each department, an amount is allocated annually to purchasing lab equipment, educational technology aids, and library books and to meet the day today expenses of the college.

Policy in Mobilization of Fund

The college focuses special attention, to assign and use of allocation formula and performance based functioning arrangements in the light of their operating expenses to cover the case of educational activities.

Source of Funds- The main source of funds comes from the tuition fee collected and the fund provided by the management. Funds are also collected for workshops and other activities in the college. College also receives funds from alumni and philanthropists.

Mobilization of Fund- Allocation of funds for various expenses is subjected to availability. Major portion (60%) of the tuition fee collected is dispensed for monthly salary. Besides, a portion of the fund nearly 30% is allocated for the infrastructure development of the college. **Demanding Financial**

Requirements of Each Department- the designated amount is allocated annually for purchasing lab equipment, educational technology, faculty development programmes for internal quality assurance, workshops, club activities etc. Funds received from philanthropists and alumni are utilized in improving the infrastructure of the college. Every year the college puts aside a lump sum amount for charity requirements. Repayment of bank loans also goes from the general funding. In case, if there is non - availability of required funds the college will avail loans from banks or other financial aids. Expenditure will be recorded in the same function as required in the general fund.

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

6.5 Internal Quality Assurance System

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

Response:

The college established the IQAC on 10-07-2019. IQAC has been set up as envisaged by NAAC, for continuous evaluation and assessment of quality sustenance measures. To ensure efficient functioning of IQAC, the coordinator of the IQAC interacts with various functionaries for effective implementation of IQAC. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted.

IQAC meets periodically and record its deliberation and suggest improvements required if any in academic or administrative functions. Gurudev Arts and Science College has an efficient IQAC which comprises the principal, faculty members, non-teaching staff representatives, industry person, Alumni representative, student representative, representatives from local community. A student IQAC has been formed under the guidance of IQAC (January 2021).

A few processes through which the IQAC contributed to institutionalising quality assurance are:

IQAC initiated National Institutional Ranking Framework process (NIRF) (Registration date-11 December 2020)

IQAC conducted different faculty development programs for teaching staff and non-teaching staff in association with PARAMARSH cell.

Mentoring system was introduced in 2019. All teachers work as Mentors to the students allotted to them. Students meet their Mentor at least once in a month for guidance.

Feedback is collected from students after the completion of each academic year. The feedback is analysed and communicated to the concerned staff to initiate required remedial measures.

In association with IQAC various departments conducted ten national webinars , which is

highly beneficial for the teachers and the students. It helped both teachers and students with knowledge in their interested fields. International webinars were initiated by IQAC in association with AIRIO (Association of International Researchers of Indian Origin - American Chapters). International webinars included paper presentations too.

Two best practices institutionalised as a result of IQAC initiatives are:

 IQAC initiated NAAC accreditation process:

IQAC has made the faculty and other staff aware of parameters of quality assessment, channelized the activities, introduced new models, designed the forms and maintained records of their activities. IQAC conducted training programs for teaching and non-teaching staff in association with the PARAMARSH Cell. IQAC conducted various seminars, workshops and online webinars on accreditation process in association with PARAMARSH Cell. IQAC meeting has been conducted to discuss the progress of the preparations for the NAAC accreditation. Criterion wise meetings are conducting in order to analyse, guide and improve each criterion.

 Use of the official E mail id system and Virtual learning:

For effective official communication from Principal to teachers and among teachers, email ids for all staff, club and departments were created. IQAC took the initiative to execute G-Suite access to college since 2020. Online classes and webinars were conducted by using this E-mail ID. Ten national webinars and international webinars were conducted by various departments by using official Email ID, which is highly beneficial for the teachers and the students.

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

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

Response:

IQAC plays a pivotal role in ensuring the amplification of quality of the teaching - learning process, assessment and evaluation, research and planning.

The IQAC has the task of continuously reviewing the teaching learning process. It does this through feedback from students on teachers taken at the end of each academic year

Two significant measures implemented for teaching learning reform are:

1. Organization of two internal examinations per semester:

 The IQAC has organized two internal examinations per semester since March 2020. The question papers are prepared by respective faculty members and internal exam coordinator under the guidance of the HOD checks the standard of the question paper and ensures that the questions cover the course outcomes.

2. Providing modern technological devices for the teaching - learning process:

 The IQAC suggested installing smart boards and LCD projectors for PG students and the IQAC initiated digital library. Departments have been provided with computers, structured internet and uninterrupted power supply using generators.

Planning and monitoring of the quality of teaching - learning process:

- IQAC convenes regular Council meetings in which Principal, Vice- Principal and all HODs sit together to evaluate effectiveness of curriculum delivery.
- Mentoring system is introduced in the year 2019. Students meet their Mentor at least once in a month for guidance.
- Conduct of department meetings to discuss the effectiveness of the teaching learning process and the student's performance.
- Verification of marks entry in the internal examination register after every internal examination.
- Monthly verification of attendance register and teacher's work diary and verification of final attendance before final submission.
- Time table and workload verification at the beginning of every semester and gathering feedback from the students at the end of the academic year
- IQAC organized various training programs for teaching and non-teaching staff of the college.
- Collection of self- appraisal forms for all the teachers based on the criteria such as innovative teaching methods adopted, webinars conducted.
- Collection of feedback from the parents by arranging parents meetings held separately for each department once in every semester. The outcomes of these points are taken to the council meeting, where the remedial measures whatever needed, including the training are discussed and finalized.
- Coverage of portions and examination results are discussed in class wise PTA meetings to elevate the level of learning.
- Implemented online attendance system for ensuring the attendance of the students by the parents from 2019.
- Meet the Alumni- All the Departments organize programs on sensitizing students about the importance of education and how a planned future is to be sort out. This is done through the interaction of the successful alumni with the students.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: B. 3 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Gurudev Arts and Science College is a co-education institution and always concerned about implementing gender equity measures in the institution. It has a great concern over women issues and always tries to impart gender sensitivity among students and faculty. The institution maintains gender equity in all its systems, policy and decisions. Considering the majority of the students (Female-712, Male-525) and faculty (Female-49, Male-26) are women, the college gives high thrust to gender equity by providing facilities for women in the campus.

Women representation is guaranteed in the administrative and academic system of the institution. Many of the office-bearers, including, the College Coordinator and the IQAC

Coordinator of the institution, are women. Out of eleven Department Heads, six are women. The physical education trainer of the institution is also a woman. They have major representation in all the councils and committees of the institution.

Women's Cell, Gender Justice Forum, Internal Complaint Committee are actively functioning in the institution exclusively for the welfare of girls and women and also to prevent sexual harassment against them. Various awareness and sensitization programs, have been organized under these bodies. Along with these bodies, all the other councils, committees, and Clubs of the institution have also enriched with women/girl representation.

Enough care and attention have been taken by the institution in case of the safety and security measures for girls and women. The Institution provides Hostel facility for girl students and lady teachers, with all security measures. The college and hostel premises are completely under the surveillance of CCTV. The service of security guards is available at both college and hostel. Under the Martial Arts Club of the institution, girl students are given training on martial arts like, Kalarippayattu and Karate. The basic lessons on self-prevention have been given to them yearly to keep them self-secured and confident.

All the students are given psychological and moral support by giving them counselling sessions under the Counselling Cell of the institution lead by a part-time professional Counsellor and Psychology Department. It provides expert counselling on personal and academic matters and encourage to be confident and find solutions to their problems. The problems of students belonging to LGBTQA+ also identified by the counselling team.

The institution provides a separate, fully furnished common rest room for girls. The Girls' room has a Sanitary napkin vending machine, automated incinerator for the safety disposal of sanitary napkins, attached washrooms, facilities for First aid treatment and refreshment, pray area, etc. Separate washrooms are available for both boys and girls on all floors.

The students of the institution excel in all arts and sports fest without gender discrimination.

The contribution of female students is commendable in all competitions. Mathrukam, the girls' club initiates many programs to empower female students in the institution. It organizes study camps, musical and dance programs, self-defense training programs etc. for the female students.

The faculty always promote the students to do dissertations on Women empowerment and Gender Equity.

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

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

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

Response: B. 3 of the above

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

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

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

Response:

        The institution considers it as a proud factor that only a minimal waste is generated in the campus. The College Management along with various clubs like Bhoomithrasena, NSS, Eco-club, accomplish the mission of reducing the wastage in the campus. Waste generated in the campus is

segregated as e-waste, liquid waste /organic and solid waste and they are effectively disposed by the college to make the campus clean and healthy. The College has employed adequate supporting staff to keep the campus and college premises spick and span.

In order to maintain cleanliness and eco-balance the institution always takes various steps. They are:

Solid waste management:

Among the solid wastes, the plastic and non-plastic wastes are separately collected in different waste bins with separate labels at various locations on the campus. All classrooms, staff rooms, office rooms are provided with waste baskets. Separate bins are kept in all floors to collect food waste. Bottle booths were placed inside the campus to dispose unused plastic bottles. Food waste and other degradable waste are collected in a large tank and converted into organic fertilizers and uses for agricultural purpose. Old newspapers, books and other solid wastes are sold to vendors. Sanitary napkins are disposed of in the incinerator installed inside the women's toilets. Quantum of non–biodegradable solid waste has dropped considerably as a result of institutional drive to conscientize the students regarding reuse and recycling of utility products. Students bring their lunch in steel containers and use of steel glasses and glass tumblers is insisted on in the canteen. The installation of RO water System and water coolers in every block, has considerably brought down the use of plastic bottles. Insistence on the use of cloth banners, paper files, soft binding, digital display banners etc. has made the campus virtually plastic free. With the Green Protocol in place, the problem of solid waste management is neatly addressed. The institution has a memorandum of agreement with the 'Haritha Karma Sena' of Grama Panchayath. They collect the plastic wastes on a regular basis from college. College has plans to make the campus, completely plastic free in the near future.

Liquid waste management:

Effluents from toilet, washbasin and canteen are the major liquid waste in the campus. These are collected in the separate septic pits and allowed to settle into the soil. Since the effluent pits are not located near the water bodies and the college is situated in the soily area, the effluent water gets naturally filtered.

E-waste management:

Old computers and other electronic gadgets and equipment are often sold to junk dealers and scrap collectors. The Haritha Karma Sena of Grama Panchayath also collects e-waste from the institution.

Chemical Waste Management:

The waste of non-toxic chemicals and reagents in the form of liquids are usually channeled out safely without any harm to the biodiversity. The gaseous wastes in the form of fumes are expelled through fume hoods installed in chemistry, biochemistry and microbiology labs.

File Description	Document
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

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

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

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

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

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

Response:

The institution shows a great concern to provide an inclusive environment in the campus, by accepting and promoting all kinds of diversity in cultural, regional, linguistic, communal and socio-economic backgrounds. The institution provides a harmonious atmosphere for the curricular, co-curricular and extra-curricular deliberations. College makes no one feel marginalized, isolated or left out. College accommodates students and staff from any region, without geographical, linguistic or gender barriers. This is the very base of the national outlook of our institutions, and is enshrined in the Vision and Mission statements.

To show esteem to people of varied backgrounds and their cultural values is a sign of respectful relationship and foundation for sustained development. The institution respects and values cultural dimensions of all regions and religions. This is well displayed in all the festivals that college celebrates, like Onam, Holi, Christmas, Eid, etc. Celebrating these festivals with all its grandeur brings in a sense of oneness and love.

College opens its portals for students and staff of all religions, castes and communities. The mandatory quota for reservation for all categories as specified by the government is strictly followed by the Institution. College takes earnest efforts to accommodate students from different strata and ensure that no discrimination is made on basis of caste, creed or socio-economic status. College follows all the norms by the university to admit students from all categories to its UG and PG programs. Institution has students from different parts of the state and country. They all were given proper support and care.

College has its own share of welfare schemes to cater to all sections of economically and socially backward communities. The college has an active functioning, Minority Cell, SC/ ST Cell and OBC Cell to ensure the welfare measures of the students who come under these categories.

The college uniform indicates that all are same in the campus and there is no differentiation based on socio economic status.

The college conducts programmes related to transgender to make the students aware about "their" issues and which also allow them to come out without any regret or confusion.

The students of the institution under N.S.S. Unit and other departments involved in various social extension activities, which inculcate in them feeling of oneness.

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

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

Response:

The institution promotes an academic culture, which inculcate in students the constitutional obligations, values and responsibilities as the citizens of India. It facilitates an environment, where students from different communities, cultural, regional and linguistic backgrounds, interact with each other on equal footing, thus upholding the Constitutional values of Justice, Equality and Fraternity.

The institution strongly believes that national and social commitment paves the way for national integration. The students of the institution are trained, guided and motivated to be good and committed citizens. The faculty holds the major responsibility of moulding the youngsters by keeping this spirit high.

Students are made aware of Indian constitution through **orientation sessions** and competitions. **Legal awareness classes** are provided to students to make them of aware of country's laws. Students are given awareness on how to have self-respect and respect for other sections of society irrespective of caste and creed. The institution regularly conducts sensitization programs for students and teachers to make them aware about national integration and dignity.

College Union elections are held in a democratic manner, in accordance to the rules and regulations of Kannur university.

All the **national days have been observing** in a grand manner and also in a way that inculcate constitutional obligations among students. The celebration of Independence and Republic days, Gandhi Jayanthi, Kargil Vijay Diwas, Constitutional Day, Rastriya Ektha Divas instill sense of patriotism and also create awareness on the values and rights, duties and responsibilities as the citizens of India..

The **extension activities of the institution**, under N.S.S. unit and other departments, help students to be motivated for serving the society and inspires them to be committed citizens of tomorrow. The various camps under N.S.S. and Department of Social Work, inculcate the sense of integrity and fraternity. The collaborations of the institution with Panchayaths, IRPC, PHC, helps students to engage in civic activities and extension services in the neighbourhood, beyond the academic realms.

The institution conducts, **voter registration campaign** inside the campus, every year, in collaboration with district collectorate and ensures that every student who attained the age of eighteen is enrolled as voter in the voter's list. NSS volunteers were serving as Web Casting operators in booths during elections, assisting the Election Commission.

Students and faculty were active participants and leaders in **Flood Relief works** in 2018, 2019 and in COVID helpline services. Students were involved in awareness campaigns. The college hostel had been serving as the **First line Treatment Center** during the COVID 19 outbreak.

The institution takes a special care to end, each and every program conduct at college, with the national anthem. The faculty promotes the students to participate in the activities related to 'Azadi ka Amrut Mahotsav'. A large number of students got certificates of participation from the ministry.

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

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

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

Response: A. All of the above

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

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

Response:

The institution celebrates national festivals and observes all the important days and events of national and international significance and also the birth and death anniversaries of eminent personalities. In the beginning of each academic year, the institution prepares a special day observation calendar, which records all the important dates to be observed. With the help of this calendar, the various departments, clubs and other associations are planning the celebrations much earlier.

Independence Day is celebrated every year by all the students, staff and union members and most prominently by the N.S.S. unit. It is a grand event marked with the flag hoisting by the principal and various cultural activities and competitions.

Gandhi Jayanthi is celebrated in the college with various activities, lectures and cleaning programs in order to remember our father of nation, as well as to promote the values he had upholded.

World Cancer Day has been observing in the campus by conducting various awareness programs and campaigns.

World Environment Day is celebrated every year on 5th June to raise global awareness to take positive environmental action to protect nature and the planet earth. It is a day that reminds everyone on the planet to get involved in environment friendly activities. The different departments and NSS unit of our college conduct different activities like planting saplings, awareness classes etc. to celebrate World Environment Day.

World Ozone Day is celebrated across the world on 16th September. The most significant event attached to the International Ozone Day is the Montreal Protocol, held in 1987. All the science departments of the institution organize campaigns among public, different competitions like poster presentation, cartoon drawing, essay writing etc.

Teacher's Day is celebrating in the institution in a grand manner by the students especially by the student IQAC and N.S.S. Teachers are being honoured by the students and they were handling classes for the day. Different programs are organizing by students for the teachers.

National Service Scheme Day is observed every year on September 24th across the nation. The NSS unit

has been conducted NSS Day celebration at college with different programs like NSS flag hoisting, planting coconut saplings, essential commodities distribution etc.

World Social Work Day is celebrated on the third Tuesday of March, and events are organized throughout the month of March. The students of Social Work Department organize various programs and cleaning activities.

The institution observes **Human Rights Day** for creating awareness about the importance of human rights preservation among students. Students also conduct several activities relating to this, especially poster presentations, awareness campaigning and street plays.

The institution used to celebrate all the national festivals in great manner inside the campus. Every year **Onam** is celebrated with much pomp and grandeur. The day is very festive and the college organizes a traditional **Onasadya** in the campus, where the entire college feast together adhering to the principles of **ONAM. Christmas**, **Eid** were also duly celebrated and, **Iftar partie**s were also conducted in a grand manner.

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

7.2 Best Practices

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

Response:

Best Practice 1

Title: Train,Gain,Sustain

 Objectives

1. To provide opportunities for students to earn while learning - To expose students to the world of work before actual learning to meet their expenses.

1. To expose students to the world of work before actual employment.

1. To develop interpersonal skills of students, like communication, listening, and department and workplace attitude.

1. To provide new exposure and experience to students for their future jobs.

1. To make the students more confident and independent.

The Context

The institution is strongly committed for the betterment of the students. As stated clearly in the vision of the college, the college is very conscious to create globally competent and responsible citizens with the capability to build a successful career. *The Train, Gain, Sustain* program designed by the institution enables the students to gain first-hand experience of the professional and corporate world and earn an income while learning. Since the college is a self-financing institution, the students have to finance by themselves. As there are many students who come from the poor and economically weaker section of the society, the institution promotes the students to involve in maximum part time jobs, which can meet their expenses to an extent. This is why the institution takes up this as a very serious issue and have positive steps towards improving the economic status. The college is located in a remote area where least possibilities are there for regular employment, and this makes the concept of Earn while Learn more relevant.

It is a fact that in today's competitive world, it is absolutely hard to find job experience, which is a required criterion in job placements. Here comes the pertinence of our best practice which provides work experience to students while still learning and it improves the linkage between industry and academy.

The Practice

Train, Gain, Sustain is the name of the way of thinking, which enables everyone to earn more. The institution has a good tradition of such practices which enabled it, to shape and showcase its best practice accordingly. The college identifies interested students from each department and provides special training and workshop on small industry startups. Each and every department of the institution provides this kind of training, annually, to the students. Students have been given training on Mushroom cultivation, Paper bag making, Umbrella manufacturing, Chocolate making, Cake Baking, Embroidery, Chalk Making, Paper pen Making, etc. under different departments and clubs of the college.

Evidence of success

'The Train, Gain, Sustain' program was introduced in the college in 2016 through the college council. The number of students who join the scheme has shown a slow but steady increase over the last four years. It clearly indicates the positive results that the scheme has delivered to its beneficiaries. The parents of the participating students have expressed their gratitude to the college for the positive step taken by the college for the upliftment of the economic status of the students. Alumni students who have attained success through this scheme of the college voluntarily come back and encourage existing students through motivating lectures. Students who have participated in the training program of Mushroom Cultivation continue to produce, sell and earn even after their graduation. Five students who learned baking through this scheme started baking units at home. Similarly, students who received training in embroidery and umbrella making are working in their respective fields.

Problems Encountered and Resources Required

The major challenge faced by the college in connection with this practice is to ensure an adequate number of volunteers for the scheduled programs without affecting regular classes and examinations. As a result, only short-term workshops are scheduled and that too for a limited number of students at a time. To ensure that most deserving students are inculcated in the scheme, proper investigation has been conducted through class tutors. Another challenging task of the college was to arrange enough startup capital for programs like mushroom cultivation which requires a large amount of initial investment.

Best Practice 2

Title*: Serving the right; Learning the best*

Objectives

- To promote among faculty and students a spirit of solidarity with the oppressed, those in need and under-privileged.
- Formation of the students by inculcating the values of social responsibilities and also getting involved in serving the society.
- Enhance learning by lending academic support to younger students
- Inculcate values of empathy and compassion for the poor and suffering people.

The Context

The institution has a strong foundation of academic excellence and achievements. It equally believes that the institution has to equip the youngsters to be responsive and proactive towards the contemporary social realities and requirements. It aims at developing the students into accomplished citizens who are morally upright and socially oriented.

The Practice

- *'Snehalaya Housing Project'*

The management of Gurudev Arts and Science college has constructed 10 houses for the homeless persons of the Kankol Alapadamba Panchayath,in which the college situated. The teachers and students also took their own part in this great mission by rendering physical service to the construction works.

- *'Kaithangu'*

The institution takes part in multitude of social extension activities under 'Kaithangu' project.

The institution helped the flood victims of Kerala by distributing essential commodities and contributed to the CM flood relief fund in the year 2018 and 2019.

At the initial spread of Covid 19 pandemic, students and teachers prepared sanitizer in the chemistry lab

and distributed it to the public free of cost. Students made large campaigns to the public for the social distancing and the importance of wearing masks.

Students and teachers ensured their participation in the COVID relief activities in collaboration with Grama Panchayath. Many of them have been serving as the frontline workers of COVID relief activities.

The college hostel had been serving as the First line treatment center during the outbreak of COVID-19.

- *'Gurusneham'*

 In each year the teachers of Gurudev College patronize a student who belongs to the economically weaker section. The college management have been sponsoring four or five students each year in addition to the scholarship amounts provided.

- *Drops of life*

 The institution has an active 'Blood Donor's Forum' through which students are often donating blood to the nearby hospitals and thereby saving the lives of many people. The student union often conducts Blood donation camps in which students are participating actively. They have done a mass blood donation during the COVID-19 pandemic, when hospitals suffered the scarcity of blood in the blood bank.

- *'LiveLine'*

 Students from various departments have set up a digital platform, 'Live Line' for helping the Higher Secondary students academically. They provide tuition classes for all the subjects online by using maximum ICT tools. More than hundred outside students are being benefited by the program. They have been incorporating motivation classes, counselling classes also for their students.

The students under the Student IQAC have given online workshop and hands on training on ICT tools for the high school students of G.H.S.S, Mathil. As the schools are running online classes, it became much beneficial for the students.

The institution has been contributing to society greatly by its wide variety of extension programs. The students of the institution, teachers and management, N.S.S. unit and the various clubs are all shows a great enthusiasm in taking part in the extension activities of the Institution. The whole details of the extension activities of the institution are uploaded in the institutional website.

'Evidence of success'

- The institution was awarded International Institutional Excellence Award by AIRIO (Association of International Researchers of Indian Origin) for its contribution towards social extension activities.
- The social commitment of the college has been duly acknowledged by the society. The leading newspapers and social media applauded the college with their comprehensive reports.
- A creative and organic relationship has been developed between the college and local society.

 Problems Encountered and Resources Required

Being a self-financing college, the institution encountered financial problems. Lack of Funds is one of the weaknesses of the institution. Most of the students are from economically weaker section of the society and teachers are also helpless, in providing financial assistance to the needy people of the society.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

Holistic Empowerment of students:

"**The highest education is that which does not merely give us information, but makes our life in harmony with all existence"- Rabindranath Tagore.**

Gurudev Arts and Science College is named after the great legendary, Rabindranath Tagore. According to Tagore, the aim of education is creative self-expression through physical, mental, aesthetical and moral development. So, the college aims at making his great dream come true. The college right from the day of its establishment is functioning with the sole aim of serving the country through holistically empowering students. The institution shows great concern to empower its students in all aspects. By providing various training programs and skill development programs, the institution is determined to produce holistically empowered students to the society.

Educational Empowerment

As education empowers an individual with the knowledge, skills and values, the institution strives hard to empower every student by offering quality education. The college focuses on imparting quality education to students with the help of dedicated and professionally well qualified teachers. By the result of it, students achieve more than five ranks every year. The institution maintains the top position among the other self-financing institutions under Kannur university, in academic realms. Many of the alumni students are pursuing PhDs and many of them have turned to be great academicians.

Skill Empowerment

The college has been giving special care towards the skill empowerment of students. Communicative skills of students are developed through task-based courses in Communicative English. The English Department club has conducted various programs to enhance the communication skill of the students. Leadership and management skills are finely tuned by relevant courses, opportunities to

organize events and participation in various academic bodies, committees, and clubs. Employability skills are imported by various professional skill development courses, webinars, and training. Analytics and Research skills are developed by the project works, workshops and seminars. The institution has a special focus on organizing various skill development programs systematically at every year. Programs and workshops on soft skill development, life skill development, IT skill development and Language and Communication skill development were conducted regularly.

Artistic Empowerment

The institution always fosters the artistic abilities of the students. Theatre club, 'Nataraja' has played a crucial role by organizing workshops to enhance the acting and directing abilities of students. Many of our students have done short films and many of them are working in film field. The Arts Club of the institution organizes various programs for the artistic empowerment of students. Artistic abilities of students are fostered by giving the interested students special training on the selected items. The institution maintains one of the top positions in the Kannur university arts festival for years.

Creative Empowerment

Various workshops and seminars are conducted to enhance the creative abilities of students. The writing capability of students is promoted by Arts club and Sahityavedi. They prompt the students to publish their writings in print and electronic media. The various workshops and seminars by Film club and Theatre club promote a large number of students to produce short films and vlogs. A large number of students have own YouTube channels and many of the students have been writing blogs.

Technical Empowerment

Computer training courses have been conducted to the desired students to improve their computer skills. Students are encouraged to present their seminars by using ppt and other ICT tools. Subject specific lab practical sessions are given to students. The current online learning era makes them much more advanced in technology. The former student of the department of B.C.A being honoured by Apple by presenting The Hall of Fame, for pointing out an error in the Apple security system.

Health empowerment

The health club of the college functions arduously to give health awareness among the students and empower them through various workshops, awareness programmes and other welfare activities. NSS unit of the college conducts various health extension programmes to students. Every year, the college offers extension activities related to general and women health issues.

Psychological empowerment

The established Counselling Cell of the college and the faculty of Psychology department helps the students to work through their problems, and to develop self-awareness. It also motivates the students to identify their inner strength which will enable them for their holistic development. The college also has adopted an effective mentoring system in each department which aims at addressing conflicts in attitudes, habits and knowledge of the students towards learning practices.

Ethical & Value Empowerment

The college offers various ethics and value-based programs to implant discipline, punctuality and motivation among the students. The activities of N.S.S unit and other clubs leads the students to value inculcation and personality development.

Professional empowerment

The institution has a well-functioning Career Guidance and Placement Cell. Many students got placements under this Cell. It regularly organizes various orientation programs for the students. Short term coaching classes for different competitive examinations have been conducted by different departments of the institution.

Entrepreneurial empowerment

The ED club of the institution also played a crucial role in developing the professional skill of the students. It organizes various programs to develop the entrepreneur skills of students. Many of our students are turned out to be entrepreneurs just after their graduation itself.

The college strongly believes that education should bring the best in a student. It is with this aim that it carries out several measures that result in the all-round development of the students. This noble aim marks the distinctiveness of the institution.

File Description	Document
Link for any other relevant information	[View Document]()

5. CONCLUSION

Additional Information :

Gurudev Arts and Science College is **awarded with The International Institutional Excellence Award 2020 by AIRIO GLOBAL (Association of International Researchers of Indian Origin).** The institution is having a lifelong membership and collaboration with AIRIO GLOBAL and really looking forward for the development of the research activities of the institution.

The Institution is proud to have **a great collaboration with Mar Ivanios College, Trivandrum, one of the top most colleges of India, under the UGC-PARAMARSH scheme.** It is with their efficacious mentoring and immense supports; the institution could prepare for the NAAC Self Study Report within a short span of time.

Gurudev Arts and Science College has instituted an award named, **Gurudev Rabindranath Tagore Award for Excellence, i**n the year,2019, to honour the eminent personalities from Kannur, Kasaragod districts, who contributed to the society in various fields like Education, Literature, Science, Health, etc. The first Gurudev Rabindranath Tagore Award for Excellence was conferred to Sri.T.Padmanabhan, the eminent short story writer of Kerala, who hails from Kannur, for his great contributions to the field of literature in 2019. The award for the year 2020 was declared to be for Smt.K.Shylaja, the Health Minister of Kerala for her great service as the health minister especially during the outbreak of Nipah virus in Kerala and COVID-19.

The College excelled not only in academics but also in arts, sports, games and many other fields of performance. The vision and mission of the college lay thrust on social consciousness and charity. It has a wing of N.S.S. and many clubs and committees, which regulate, promote, and facilitate social empowerment and charitable activities. The college instituted many scholarships to the poor and deserved students in the form of financial grants. The institution initiates and promotes educational activities related to career and employment like vocational training, skill-based training, campus placement etc.

The preparation of SSR for the NAAC accreditation has provided a new vigour and vitality to the quality empowerment measures of the institution and prospects to become a Centre of Academic Excellence which gives equal weightage to academic, research and extension activities.

Concluding Remarks :

Gurudev Arts and Science college is happy and proud to present this SSR report before NAAC, as we really consider this as a great opportunity to know ourselves. Though we affirm 19 years of glorious tradition, for the past a few years only the institution has been witnessing an incremental development in the infrastructure after the initial years of struggles for sustainability. Now the institution is on the right track of comprehensive development in all disciplines and has become an integral part of the region in which it is located.

The institution is much indebted to Mar Ivanios College, Trivandrum which has been the mentoring institution for a period of nearly two years, under UGC-Paramarsh Scheme. The period of their mentoring was a great learning experience to the institution and it really opens up our inherent potential to grow further.

The institution is still striving its best towards excellence and the rigorous process of preparing a Self Study Report of the college further enhances and reinforces our efforts towards it, and also helps us to pave a strong foundation to the quality parameters of the education that we are providing.

Having a knowledge of both our positives and negatives, with a deep sense of gratitude to all who took part in this great mission and with overwhelmed joy, we humbly submit this SSR for the evaluation and perusal.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Percentage 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.** Answer before DVV Verification : 18 Answer after DVV Verification: 17 Remark : Input edited according to metric 1.2
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>294</td><td>11</td><td>20</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>285</td><td>11</td><td>20</td><td>0</td><td>0</td></tr></table> Remark : Input edited referring attendence sheet of students uploaded by HEI
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. Number of mentors Answer before DVV Verification : 59 Answer after DVV Verification: 50
2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>4</td><td>2</td><td>1</td><td>0</td><td>0</td></tr></table>

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	2	1	0	0

Remark : Input edited referring PhD certificates of teachers

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

2.4.3.1. Total experience of full-time teachers
Answer before DVV Verification : 330
Answer after DVV Verification: 313.5

Remark : Input edited considering experience more than or equal to one year and experince of only permenet teachers

2.6.3	**Average pass percentage of Students during last five years**

2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
276	278	239	306	275

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
277	278	239	306	275

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
422	428	319	344	296

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
422	410	303	356	318

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

3.1.1.1. Total Grants from Government and non-governmental agencies for research

projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.5	0	.35	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.5	0	.10	0	0

Remark : Input edited referring e copy of the letter

3.1.3	**Percentage of departments having Research projects funded by government and non government agencies during the last five years** 3.1.3.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years** Answer before DVV Verification:

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

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	0

3.1.3.2. **Number of departments offering academic programes**

Answer before DVV Verification:

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

3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.3.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years** Answer before DVV Verification:

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

Answer After DVV Verification :

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

0	1	0	0	0

Remark : Input edited referring data uploaded by HEI

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	7	5	7	5

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

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

| 1112 | 520 | 335 | 475 | 394 |

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1112	425	332	378	347

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year** 3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years** Answer before DVV Verification: {TABLE1} Answer After DVV Verification : {TABLE2} Remark : Input edited referring data uploaded by HEI

TABLE1:

2020-21	2019-20	2018-19	2017-18	2016-17
29	6	27	12	9

TABLE2:

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	12	10	9

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 8 Answer after DVV Verification: 6

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification: {TABLE3} Answer After DVV Verification : {TABLE4}

TABLE3:

2020-21	2019-20	2018-19	2017-18	2016-17
20.01	10.32	6.3	16.8	20.18

TABLE4:

2020-21	2019-20	2018-19	2017-18	2016-17
22.62	103.60	4.32	16.02	19.58

	Remark : Input edited referring data uploaded by HEI
4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)** 4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
2.07	0.80	1.71	0	0 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
0.81	0.53	1.55	0.89	1.71	
4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** 4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 223 Answer after DVV Verification: 234 Remark : Input edited referring ledger footfalls uploaded by HEI
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
16.68	2.65	13.35	10.53	4.70 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
17.73	5.59	15.32	10.89	5.30	
5.2.1	**Average percentage of placement of outgoing students during the last five years** 5.2.1.1. **Number of outgoing students placed year - wise during the last five years.** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	8	37	54	83

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	37	54	83

Remark : Input edited referring data uplaoded by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
34	11	11	4	10

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
44	113	11	8	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
44	60	11	8	4

Remark : Input edited as per SOP Programs of duration less than one week can not be considered

6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthropers during the**

last five years (not covered in Criterion III)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3.39	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4.20	0	0	0	0

7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : Input edited as per supporting documents

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
544	521	411	398	392

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
442	421	424	414	375
1.2	**Number of programs offered year-wise for last five years** Answer before DVV Verification:

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

Answer After DVV Verification:

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

2.1	**Number of students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1245	1287	1198	1101	1001

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1255	1281	1199	1108	992

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
439	326	361	330	288

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
465	459	341	365	335

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
65	61	60	62	60

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
64	61	60	62	60

4.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 50 Answer after DVV Verification : 48

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

2020-21	2019-20	2018-19	2017-18	2016-17
60.66	470.58	145.64	521.11	323.27

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
83.20	101.77	97.84	77.04	55.86

4.3	**Number of Computers** Answer before DVV Verification : 55 Answer after DVV Verification : 19