YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Devaswom Board College, Thalayolaparambu
• Name of the Head of the institution	Dr. R Anitha
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04829236136
• Mobile No:	9447038016
• Registered e-mail	dbprincipal@gmail.com
• Alternate e-mail	ranithaajith@yahoo.co.in
• Address	MIDAYIKUNNU P O, THALAYOLAPARAMBU
• City/Town	Kottayam
• State/UT	Kerala
• Pin Code	686605
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated college
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Mahatma Gandhi University**
• Name of the IQAC Coordinator	**Dr.Deepa C S**
• Phone No.	**7907530560**
• Alternate phone No.	**04829236136**
• Mobile	**9495596962**
• IQAC e-mail address	**iqac@dbcollege.org.in**
• Alternate e-mail address	**iqacdbthal@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.dbcollegethal.org/iqac/iqac2020-21/Yearlystatusreport202021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.dbcollegethal.org/academiccalender/academic2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.72**	**2011**	**08/01/2011**	**07/01/2016**
Cycle 2	**B+**	**2.60**	**2017**	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC	**01/06/2010**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	**Central/State**	**Rusa**	**2018 1095**	**2000000**
Institution	**Central**	**DST**	**2018 1095**	**800000**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Conducted a fourteen day "Online Refresher Course in Environmental Studies" for teaching fraternity across the state in association with UGC-MHRD Stride MG University, Kottayam

Organized a two day webinar on the topics "Human values & Ethics' and Life maximization" for the first year undergraduate students as a part of their Induction Program

Organized vaccine drive against covid-19 for the students who were not vaccinated.

IQAC conducted "SUKRUTHAM" the institutional distinctiveness on first-aid training

IQAC, in association with Department of Political Science, Devaswom Board College Thalayolaparambu and IPRIC-K, Government of India organized an Intellectual Property Rights Awareness Program

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

Plan of Action	Achievements/Outcomes
Academic calender preparation	Prepared academic calendar and uploaded in the website
Conduct of induction program	Conducted induction program for I UG students.
Conduct of environmental, energy and green audit	Conducted the green/energy/environmental audit. The audit was done by 'VYDYUTHI' Energy Services Nalanchira P O, Thiruvananthapuram. College signed an MoU with the agency for the conduct of the audit
Conduct Academic and Administrative Audit	Internal Academic and administrative audit was conducted by IQAC
Faculty Development Program	Conducted an Online FDP in association with UGC-MHRD-STRIDE , M G University
Disposal of E-waste and scrap	MoU was signed with Ecofriendly Solutions Limited to collect and dispose E-waste and scrap
Capacity building programs for faculties and administrative staff	Conducted a two day webinar on 22 nd & 23 rd November 2021 for teaching and administrative staff on "Tax planning and E-Filing"
Conduct capacity building programs for faculties	IQAC D B College organized a webinar on 'Revised Annual quality assurance reports and matrices" on 27 th November 2021.
Gender Sensetization Programs for students	IQAC conducted a webinar on "Break silence to avoid violence" in association with Snehitha @ campus under Kudumbasree Mission, Kottayam on 10/07/2021.
Gender Sensetization Programs	IQAC and Snehitha @ campus under

for students	Kudumbasree Mission, Kottayam jointly organized a poster competition for students of DBCT from July 7 th to July 9 th . The topic was "Against Domestic Violence".

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
TDB Board	14/07/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	08/02/2023

15.Multidisciplinary / interdisciplinary

Multidisciplinary approach relies on crossing disciplines to share knowledge by enhancing the cope and depth of learning. It highlights the diverse perspectives that different disciplines can bring to illustrate a theme, subject or issue. The multiple disciplines are used to study the same subject. This will enable the students to create their own path and discover their interests during teaching learning process. Technically this will allow the students to explore and study distinct subjects or curriculum from various fields. It involves drawing appropriately from multiple disciplines to redefine problems outside of normal boundaries and reach solutions based on a new understanding of complex situation.

The implementation of multidisciplinary approach is as per the NEP. But as an affiliated college we are not able to implement it on our own. So we will be able to implement it only as and when the higher education of the state/ the affiliating university issues an order.

16.Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) platform has been conceived by the National e-Governance Division (NeGD) under MHRD. It facilitates opening of academic accounts by the students and their on-boarding

in a higher educational institution. It store details of credits earned by individual student throughout their academic venture. Higher education institutions registered with ABC will be able to digitally store the academic credits earned by students for awarding degree/diploma/certificates.

ABC will ensure the opening, closure and validation of the Academic Bank of Accounts. It will verify, accumulate and transfer or redeem the credits of students. ABC facilitates students to choose their own learning path to attain a degree/diploma/certificate working on the principle of multiple entry. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.

The higher education department of Kerala or the affiliating university of the college is in the stage of discussing the viability of implementing the ABC scheme. So the college will commence the programme when the State Higher Education Department issues adequate instruction regarding the implementation of the ABC scheme.

The college follows rudimentary form of ABC Scheme though not in its true sense of spirit. As per the university rules and regulations, the college is able to transfer students from one college to the other by transferring the credits earned during the previous semesters from the exiting college. Also a student is able to join the same college after taking leave for a nominal period through the process of readmission by retaining the credits earned previously. Hence the college can smoothly transit to the ABC Scheme.

17. Skill development:

Development of skill helps to perform a particular activity in a very experienced manner. Hence it is essential to groom students in improving their earning potential and acquisition of practical competencies so that they are employable, productive and dexterous in the job market and have a career ethics. Higher Education Institutions offer Skill Development courses through certificate programs like Diploma, PG Diploma and B Voc. The college runs two Diploma courses during the academic year 2020-21.

1. Yoga and Life skill and
2. Diploma in logistics under UGC -Skill development programme

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,

using online course)

Indian knowledge system is a repository of the indigenous thought processes, ideas and frameworks accumulated over the ages in India. The accrued wisdom is placed in the contemporary context to provide new opportunities to assimilate and synthesize it with the new knowledge. In lieu of this, the college management Travancore Devaswom Board promotes the learning of Sanskrit in all its institution and hence the college provides opportunities for a large number of students to master the language.

- The college gives popularity to Yoga by celebrating yoga day by NCC, the departments and providing training to students and teachers in yoga by the department of Physical Education.
- The department of Malayalam and Botany promotes traditional folk knowledge by observing seasonal rituals of Malayalam calendar like karkidaka kanji (medicinal gruel), observing Ramayana month, display of dasapushpa (10 sacred herbs) which are culturally and medicinally significant.
- The department of Maths creates awareness on Indian mathematical contributions and scientists like Aryabhatta
- The department of Botany has set up garden model pertaining to Indian medicinal plants and created a star garden that is associated with the 28 Indian birth star sign system. Such activities along with field trips and study tour provide the students hands on knowledge of conservation about indigenous rare and endangered species.

Departments also engage in research assimilating the knowledge gained thorough these experiential learning to modern technologies of bio-science like *in-vitro* studies where germplasm conservation is maintained.

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

Outcome-based education or outcomes-based education (OBE) is an educational theory that focuses and organises educational system around goals (outcomes) to what students are expected to know and be able to do successfully at the end of their learning experiences. It enables students to acquire graduate attributes necessary for survival in the national and global competitive scenario, enhance employability potential, relate knowledge to the real world, rise to new challenges and opportunities. These

graduates shall be able to demonstrate the quality descriptors thus acquired through the curriculum.

As the University is gearing up to meet the paradigm shift to OBE, the college has undertaken preliminary steps to evolve into the new pattern where students academic outcomes are clearly conveyed and teacher serve as facilitators. During the orientation programme for first years Programme Outcomes' and Programme Specific Outcomes are explicated, and at the beginning of subsequent semesters, the Course Outcomes are expounded by the mentors. The course outcomes are achieved through learner-centric teaching and learning approaches like interactive instructions, authentic learning, active/co-operative learning, flipped classroom, assignments, seminars, group discussions. Most of the teachers have attended workshops and webinars on OBE.

20.Distance education/online education:

It is a field of education that focuses on the pedagogy and andragogy, technology and instructional systems design that aims to deliver education to students who are not physically on site. Online mode is a flexible method of providing instruction for which the mentors employ a variety of innovative techniques like LMS platforms, Flipped classrooms, Google classrooms etc. for curriculum delivery. Moreover, audios, videos, animations, films, quiz, seminars etc. are also adopted through which the topics can be conveyed to students effectively. This help the learners :-

- free from the constraints of time and place.
- enhance the quality and learning of teaching
- Effective alternative path to broader opportunities in higher education
- Provides an opportunity to attend live and recorded classes at their own convenience.
- Wide range of courses and programmes can be attended apart from their regular course
- Facilitate the learner in developing basic IT skills for accessing the classes.
- Resourceful, efficient and less expensive mode of instruction

Extended Profile

1.Programme

1.1	393

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1	**1084**
Number of students during the year	

File Description	Documents
Data Template	[View File]

2.2	**92**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File]

2.3	**367**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic

3.1	**62**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File]

3.2	**0**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**40**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1950486**
4.3 Total number of computers on campus for academic purposes	**59**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

Curriculum Planning

The college follows curriculum stipulated by the University through its Board of Studies. At the beginning of academic year, an Orientation Programme is conducted for the newly admitted students where they are briefed about the welfare schemes, code of conduct, discipline, extra-curricular activities etc.

The College-level Monitoring Committee (CLMC) comprising the Principal, Heads of various departments and the IQAC co-ordinator, and Department-level Monitoring Committee(DLMC) review curriculum delivery and progress every month. At the departments, Heads regularly conduct meetings to distribute workload, timetable, portions, plan activities and review completion of syllabus.

Method and Delivery

A College level Academic Calendar is prepared at the beginning of each academic year in accordance with the University Academic

calendar. A Teacher's Diary and teaching plane is maintained with each faculty member.

Study materials, notes and question banks are shared. Educational field visits, industrial visits and study tours are organized. Group projects are assigned to final year UG and PG students. YOUTUBE, Whatsapp, Google Classroom and MOODLE are effectively used . Curriculum delivery of practicals are realised through lab session. In addition, the faculty give assignments and conduct internal exams.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

University notifies an academic calendar for all programs with start and end date of each semesters, working days, holidays and tentative examination dates. The institution prepares an academic calendar and plans all its activities in accordance with the University calendar. The conduct of CIE is as per the academic calendar of the University and institution.

Each department prepares its calendar with number of working days, holidays, internal evaluation dates and co-curricular activities. The Department Heads supervise completion of syllabus as per the lesson plan. Syllabus coverage for each CIE is decided in advance.

Internal examinations, assignments, quizzes and seminars are part of CIE. The question paper of internal exams is prepared by the faculty in charge for each paper. Written tests, viva, MCQs using Google forms are conducted. After evaluation of answer scripts and assignments, results are periodically announced. Assessments are done for laboratory courses through laboratory experiments, viva and submission of practical records. Submitted projects are valued. CLMC and DLMCrevieweach semester's progress.

Bridge courses are carried out at beginning of the course. Remedial classes are conducted for weak students through entry level tests. At the end of every academic year, feedback from students is collected.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

`13`

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

6

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

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

500

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

148

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

1.3 - Curriculum Enrichment

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

The syllabus of MG University includes seminal thoughts about environmental issues. The syllabus provides ample space for students of each degree courses to approach important environmental issues and sustainable development possibilities from the perspectives of their respective academic paradigms.

Various departments organize special programmes to commemorate Environmental Day and Women's Day every year. The college has an active Biodiversity Club, and Bhumitrasena club. Various departments and IQAC routinely organize seminars and activities that address pressing environmental issues.

A thriving Women's Club remains committed to advancing gender discourse on campus. The club organised various initiatives like menstrual cup distribution, skill development programmes and self-defence training. These efforts aim to empower women and foster an inclusive and supportive environment.

The NSS and NCC actively contribute to developing essential human qualities, including cooperation, patience, care, and service, through various initiatives and community engagement programs. These efforts aim to shape responsible and compassionate citizens who actively contribute to society.

The humanities curriculum and mandatory English common courses play a pivotal role in instilling values, ethics, and awareness of gender and environmental concerns. In their fifth semester, all students participate in a course focused on environmental issues and human rights, thereby broadening their understanding and commitment to these global challenges.

IQAC organised two webinars on the topics "Human values & Ethics and Life maximization" and "Tax planning and E-filing" to inculcate value and professional ethics.

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

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

13

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

719

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.dbcollegethal.org/aqar202122_feedbackanalysis.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

402

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

49

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Assessing learning levels of students

- **Induction program**
- **Entry level test**
- **the students are stratified into slow, medium and advanced learners.**
- **The teachers conduct VAK (Visual Auditory and Kinaesthetic) tests / activities to find out if student learns better by hearing, seeing, or moving information as a part of processing it.**

Bridge course,Mentoring

Addressing advanced learners

- **The Class tutor personally interacts with the students occasionally to check their level of understanding**
- **The college and departments organize extra - curricular activities all through the year and the involvement of the students are monitored**
- **Various clubs/cells in college helps in identifying the cognitive level of students participating.**

Addressing slow learners

- **Remedial coaching**
- **Special Counselling**
- **Group/peer support**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1084	**62**

File Description	Documents
Any additional information	**No File Uploaded**

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

Devaswom Board College Thalayolaparambu has been in a stage of transition from teacher centric to student centric methods of teaching and learning. The lecture time is reduced and incorporation of active classroom discussions, brain storming sessions, presentations, seminars, mini – projects and experimental/experiential learning are practiced.

Problem solving methodology is adapted in all science courses where students are assigned with problems and guidance to explore, plan and acquire skills to solve them.

Experiential learning is offered through virtual labs where students get to learn in their own pace.

Group discussions/Brain storming is conducted in classrooms where the teacher suggests a problem and retrieves creative ideas from students.

Study groups are formed including students with different learning level where they learn the designated topics by interacting and helping each other. This builds the sense of cooperation and idea of team work among the students.

The institute conducts quizzes, poster making competitions, photography competition, essay and seminars in relevant fields to expand the learning experience of students.

Students are also suggested to join online certification courses offered by NPTEL, SWAYAM, Coursera etc. Vocational skills of students are addressed through ASAP (Additional skill acquisition program) a Government of Kerala initiative.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The teachers of the institution have adapted effective teaching learning process to address the generation of students who are technologically well advanced. ICT learning tools in practice has

been extended to fully fledged teaching and learning method in the scenario of the epidemic. All the classes were conducted online and class materials were shared through platforms such as Google classroom, Meet, Zoom and Teams. Exams and assignments were carried out, evaluated and graded through these platforms.Together with live classes where students actively interact with teachers, recorded classes were also shared for implementing a smooth learning practice.

All the teachers use laptops/desktop, tablets, smart phones for the smooth conduct of academics during this year. Every class tutor maintains a Whatsapp group of class students and teachers in charge for effective and rapid communication.

The students are introduced to massive open online courses to complement their curriculum. Teachers and students are also provided with access to INFLIBNET, NLIST etc.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.dbcollegethal.org/iqac/iqac2021-22/2.3.2_final.pdf

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

2.3.3.1 - Number of mentors

58

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

2.4 - Teacher Profile and Quality

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

62

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

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

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

24

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

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

2.4.3.1 - Total experience of full-time teachers

377

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

2.5 - Evaluation Process and Reforms

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

As per university guidelines, the internal assessment of a student is performed based on her attendance, assignment, Seminar, and test papers. Each component has a fixed weightage – 50% for two internal tests, and 25% each for assignment and attendance. The college has an internal exam committee comprising two coordinators, which work along with the IQAC and College Council to ensure transparency and robustness. The dates of the internal examination are published in the college handbook and on notice boards. The schedule and syllabus of the exam are published well in advance. The question paper is prepared in accordance with the university examination format. Teachers evaluate answer scripts within two weeks and return them to the students. The marks are entered in the college's internal exam portal, which can also be viewed by the students. Students can verify their attendance online and the marks for attendance are linked to the internal exam portal too. Progress reports generated from the portal are discussed with parents during annual open-house meetings. The internal exam reports (A and B forms), generated from the portal, are published.

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

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

At the college level, an examination committee is constituted, comprising of a senior Faculty member as Center superintendent, other teaching faculty and non teaching staff as members for smooth conduction of end semester examination. The end semester examination is conducted by university,and the students appear at center allotted by the university.

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations.

For conducting the internal assessment test,a department level coordinator/committee is constituted for smooth conduction of internal assessment.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme and course outcome of all colleges affiliated to Mahatma Gandhi university are displayed in the University website. The same details are made available in the college website which enables the prospective students to understand the benefits of a particular course.

All departments maintain their respective syllabus together with the programme and course outcome details which is distributed to all students at the start of their course.

Newly joining faculties and students are made aware of the programs through orientation sessions. The college calendar distributed to all faculties and students also carries information about the various courses.

Every department conduct meeting at the start of each semester to allocate the topics to the teachers and convey the outcomes expected from the course, which is communicated to students. The teachers make sure that the students are well informed about the syllabus of the course, the process of evaluation and PO, PSO and COs of the program of study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The desired outcome offered by each programme and course as a whole is communicated to students and teachers at the start of every

course. The teaching, learning and evaluation process is carried out
with focus on achieving the anticipated outcomes.

Every programme is evaluated constantly by conduction of internal
examinations, assignments, seminars and projects. The analysis of
students performance in curricular activities enables the faculties
to realize their grasp of the subject.

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

2.6.3 - Pass percentage of Students during the year

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

211

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.dbcollegethal.org/iqac/iqac2021-22/Annual_Repor-t2021-22.pdf

2.7 - Student Satisfaction Survey

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

https://www.dbcollegethal.org/iqac/iqac2021-22/SSS_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

80 lakhs DST

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

54

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

- AWARENESS CAMPAIGN AGAINST TOBACCO BY NSS-31ST MAY 2022
- ANAEMIA PREVENTION CAMPAIGN BY NSS ON 12TH JUNE 2021 JOINTLY ORGANIZED BY DEPARTMENT OF HEALTH AND FAMILY WELFARE A & WOMEN

AND CHILD DEVELOPMENT OF GOVT OF KERALA
- BLOOD DONATION PROMOTION RALLY BY NSS ON JUNE 14TH 2021
- ANTI-DRUG AWARENESS PROGRAM BY NSS ON JUNE 26TH 2021
- BREAST FEEDING CAMPAIGN BY NSS FROM AUGUST 1ST TO AUGUST 17TH 2021
- CLEANING OF GANDHI STATUE AND SURROUNDINGS BY NCC ON OCTOBER 2ND 2021
- CLEANING ACTIVITY DONE BY NSS AT VAIKOM BOAT JETTY AND TEMPLE PREMISES ON NOVEMBER 27TH 2021
- KADUTHURUTHY GRAMAPANCHAYATH PUBLIC LIBRARY CLEANING AND RESTORATION DONE BY NSS ON DECEMBER 2, 2021 POST THE COVID PANDEMIC
- CLEANING ACTIVITY AT MIDAYIKUNNAM L P SCHOOL BY NSS ON 23RD MARCH 2022
- CLEANING ACTIVITY AT KAREEPADOM LP SCHOOLBY NSS ON 24THMARCH 2022
- DISASTER MANAGEMENT-TEAM KERALA TRAINING BY KERALA STATE YOUTH WELFARE BOARD FOR NSS VOLUNTEERS ON MARCH 25TH 2022
- DISTRIBUTION OF TOYS AND STORY BOOKS TO MIDAYIKUNNAM LP SCHOOL -STAFF CLUB AND IQAC ON 31ST MARCH 2022
- AWARENESS CAMPAIGN AGAINST DRINKING BY NSS ON APRIL 4TH 2022
- AWARENESS CAMPAIGN AGAINST DRUG ABUSE BY NSS ON APRIL 4TH 2022
- NSS VOLUNTEERS ACT AS SPO
- INTERSCHOOL LITERARY COMPETITION
- ONLINE SCIENCE QUIZ

File Description	Documents
Paste link for additional information	https://www.dbcollegethal.org/iqac/iqac2021-22/3.3.3_3.3.4_Report.pdf
Upload any additional information	View File

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

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

2

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

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

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

17

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

399

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a number of buildings which include Classrooms, science laboratories, computer centres, library etc. A number of committees are constituted and they ensure the proper maintenance, repairs and refurbishment of the various academic buildings and amenities.

At present, the college has 35 classrooms with adequate number of

benches, desks, chairs and teaching aids like greenboard / whiteboard and lecture platforms. Every year, as per the requirement submitted by the concerned departments to the management and PTA, funds are allocated for the annual maintenance.

All the science laboratories which are seven in number are well equipped and maintained. All these laboratories are supported byDST-FIST since 2019.The concerned teachers-in-charge and the lab assistants conduct the experiments in the laboratories as per the prescribed timetable schedule.As per the prescribed safety protocol, all precautions and remedial measures are taken into account. A stock register is maintained in each department and every year the stock is updated and verified. Based on the stock verification report, a requirement list is prepared and submitted to the office.

The college has a well-equipped library with 35,982books, periodicals, e-journals and e-books with ample reading spacewith seating capacity of 60. The institution has a total of 57 Desktops and 2 laptops. There are four Computer Labs for Physics, Chemistry , Mathematics and Language lab for English.

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

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

The College is very active in providing facilities for students to participate in cultural activities, sports and games in various ways. The College has two auditoriums for various cultural programmes. There is an Arts club Secretary(student) anda faculty as arts club advisor to ensure children's participation in cultural activities.Every year the student union of thecollege organizes different cultural programmes related to arts day,Onam and Christmas celebrations. At the end of the academic year staff club organizes a staff day to facilitate a friendly atmosphere in the college.

The Physical Education department is very active and is well equipped with an indoor gymnasium, playground, courts and sports accessories, all under the purview of the Physical Education

Instructor. The College has a football ground, cricket practice net,a small basket ball court, Kho-Kho play area and indoor gymnasium. The gymnasium is accessible both for students and teachers. Every year as per the requirement, purchases are done and the courts and grounds are maintained and the stock register is updated.

The students are using these facilities to participate in Intercollegiate and Interuniversity competitions. In every academic year, the physical education department organizes the "annual sports day" for students and teachers.

National Cadet Corps (NCC) and National Service Scheme (NSS) areactively organizes different programmes like Yoga day, Literacy events, cultural programmes etc.

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

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

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

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

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

lakhs)

12982875.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

DB College follows a centralized library system.The college library has three sections: Reading room, Reference section for teachers and students, and general and departmental stacks.

The college has a well-equipped library with 35,982books, periodicals, e-journals and e-books. The college has made substantial development in library infrastructure ,resources and facilities. The library has access to N-list. The college has upgraded its library software from Grandha 2.5 to Koha(version 21.05) which is fully automated. The library has a reading room with seating capacity of 60.

The activities and updation of the library resources aremanaging by the library committee. Itincludes one coordinator(senior faculty), four faculty members and the librarian. Thelibrarian and a library staff runs the daily working of library. Based on the requirements of books, journals etc. especially after a syllabus revision, the purchase committee allocate funds received from the management and PD funds for their purchase.

The library is open from 9.30 am to 4.30 pm on all working days including saturdays.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

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

A. Any 4 or more of the above

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

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

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

142400.00

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

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

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

15.53

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

4.3 - IT Infrastructure

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

The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institutional level as well as department level. The description of the same is provided below.

Desktop Computers: There are 57 desktop computers in total, serving various purposes across the campus.

Office: The institution houses 8 desktop computers in the office area.

Library: Within the library, 3 desktop computers are provided for students and staff .

Departments: The majority of the desktop computers, totalling 21, are allocated to different academic departments. These computers cater to the specific needs of each department, supporting research, analysis, and academic projects.

No. of Systems: The institution has total 59 Computers. 57 Desktop and 2 laptops. (8 in Office, 3 in library and 21in departments).

Computer Labs: - Four computer Labs are present. One in Mathematics Department ,One in Physics Department, one in Chemistry department and one Language Lab in English Department.

Browsing Centres: - One Browsing centre in Physics Department.

Internet Connection:The institute regularly updates the internet connection every year and as of now, the available internet bandwidth is 100 MBPS provided by BSNL. The internet facility is provided in the Office and Physics Department.

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

4.3.2 - Number of Computers

59

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

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

1076756.00

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

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

The college has appropriate systems and procedures for maintaining and utilizing physical and academic support facilities. The College has generators which ensure uninterrupted power supply and also has a solar panel to harness renewable and clean energy.

General record keeping & audits of all the equipments in the laboratory is done at department level &maintain a stock register for this. Proper inspection and verification of stock register takes place at the end of every year.The equipment with major repair are done by outside agency after receiving quotation for maintenance, necessary approval from college authorities is taken.

College website maintenance is done by external agencies. The beautification of the College is done by the Bhoomitra Sena with the support of PTA and the Management. The campus is equipped with safe and adequate drinking water supply. The rain water harvesting system is connected to the common washing area near the English department. The General cleaning of the campus and other facilities isdone regularly by the staff appointed by the Management. The Management, PTA and alumni are the major monetary contributors for enhancing and expanding the available facilities in the campus. The college also submits proposals to state and central funding agencies to procure funds to develop the infrastructure.Every year as per the requirement, purchase of sports items and the maintainance of courts and grounds aremanaged byPD account andPTA funds respectively.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

745

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

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

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

50

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

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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

91

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

91

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

69

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

4

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

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

Student representation can help to increase student involvement in decision making about academic programmes,campus policies and extra curricular activities.Students unions represent the interests of all students and deal with different aspects of students life.As the Covid Pandemic caused offline classes to start late,the students union was constituted in March 2022.The inauguration of college union and arts club was held on March 4th with Sujaya Parvathy as the chief guest.The college youth festival was held on 22 and 23 of March 2022 with active students participation and and the winners of the events had the opportunity to participate in the Mahatma Gandhi University youth festival held in Pathanamthitta from 1-5 April .Union sponsored school kits to students of the near by LPSchool,Midayikunnam for the next academic year.Besides, NSS and NCC offer opportunities for students to develop leadership skills,learn about their responsibility and participate in community service.Sports,cultural,science,and literary clubs help students to participate in the activities they are passionate about and can learn new skillsfor their future careers.

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

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

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

50

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

5.4 - Alumni Engagement

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

DB College has a registered alumni "Forerunners" which has an elected Executive Council.The office bearers areworking under the Presidentship of Mr B Anilkumar and Secretaryship of Mr.Santhosh V.C".Forerunners" work for the betterment of the college in a number of ways.Each year the second saturday of May is celebrated aas the college alumni day.in the academic year 2021.22 the college alumni organised a number of programmes in spite of the pandemic.It supported the online teaching endeavours of the college by providing smart phones to the students from the marginalizedsections of the society.It also donated a wheel chair to the differently abled students of the college.Besides it funded various departments for organizing quiz programmes,webinars and helped to renovate department libraries.Moreover it facilitated the student rank holders and retired teachers of the college.This year alumni started its overseas chapter .

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

5.4.2 - Alumni contribution during the year   E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

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

SL NO CONTENTS UPLOADED PAGE NUMBER 1 VISION 1 2 MISSION 1 3 NATURE OF GOVERNANCE 2 4 ACTIVITIES REFLECTIVE OF VISION AND MISSION 2

File Description	Documents
Paste link for additional information	https://www.dbcollegethal.org/admin_management.html
Upload any additional information	View File

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

A well-functioning governing body manages the regular functioning of around sixty academic and non-academic committees/club is marked as the apt example for decentralization. Every academic year, this governing body constitutes the conveners and members who function effectively in their independent roles with proper planning and implementation

SL NO DOCUMENT UPLOADED PAGE NUMBER 1 Proceedings of Principal 2018-2019 1 2 Proceedings of Principal 2019-2020 6 3 Proceedings of Principal 2020-21 14 4 Proceedings of Principal 2021-22 21

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy development and deployment is inevitable in deciding an institutions future success, and reflective of its culture, operation, vision and mission. The institution plans strategies by envisaging suggestions from all the stakeholders. It also takes into account, the changing socio-economic conditions, educational policies and pandemic/climatic scenario Such strategic plans are mainly related to the broad traits of

- **Quality education- the institute strongly believe in imparting quality education to its students.**
- **Research & Development**
- **Student support**
- **Inculcating social values and responsibilities**
- **Infrastructure Development**

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

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

- **College functions under the management of Travancore Devaswom Board**
- **The college is affiliated to Mahatma Gandhi University, Kottayam and is recognized under section 2(f) and 12 B of the UGC Act 1956.**
- **A governing body consisting mainly of management, Principal,**

teaching and non teaching staff manages all the academic and non academic activities of the college.

- Appointments of teaching and non teaching staffs, admission of students etc are made by adhering to M.G University statues.
- The institution follows various rules and regulations laid down by the UGC and Kerala Service Rules (KSR).
- Various cells, clubs and committees function effectively in their domain following specific rules and regulations
- A transparent mechanism is followed for the conduct of examination based on M G University regulations

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

- Employees Co-operative Society
- GIS
- Health Club -In order to maintain the physical health of both the staff and students of the college, a health club function in the college.

- Token of appreciation for achievements-The institution appreciates the staff and students who are bringing out excellence in various fields.
- Festival Advance- With the intention of spreading the joy of festive occasions to all its staff members, the institution provides refundable advances to the guest lecturers and non teaching staff.
- Facilitation of Provident Fund loans – Catering to the needs of the staff, the college provides paper less facilities to avail PF loan.
- Maternity Leave – The college grants Maternity Leave of 6 months to have quality time with their children.
- Work from Home – In the pandemic situation as most of the classes were in online mode, the institution with its staff friendly approach took all the possible measures to let the maximum employees to work from home.
- Celebrations- The staff club organises various programmes like Onam celebrations, Christmas celebrations, Staff day in the college.
- The Staff Council provides financial support to non teaching staff in times of medical emergencies.
- The security staff of the college are provided with free accommodation.

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

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

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

0

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

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

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

4

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

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

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

18

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

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

The institution follows the UGC Regulation on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education.

The overall monitoring of the performance of staff helps in meeting the vision and mission of the college. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. The institution follows the appraisal suggested by UGC viz, Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into different categories like teaching learning and evaluation related activities, Co-curricular, extension activities and Professional development and academic contributions. On the basis of the scores obtained in each categories, the faculty members are promoted to higher academic level.

At the end of each year, feedback is collected from students. The feedbacks forms in the form of questionnaire collect information about teachers and different aspects pertaining to the teaching process. So the teachers can improve their teaching strategies every year.

There is no performance appraisal system followed for non teaching staff in the institution. The monitoring of non-teaching staff is done by Principal. The suggestions for improvement are provided to them in their meetings.

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

6.4 - Financial Management and Resource Mobilization

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

Audits are conducted internally and externally

External

- Accountant General office Thiruvananthapuram, (AG's) Audit
- Deputy Directorate (local) Audit
- Management audit, (Devaswom board Audit)

Internal

- PTA Audit

The external audit of the college is entrusted with three different government agencies that include Accountant General Audit. Deputy Directorate of Collegiate Education, Ernakulam (local fund Audit) and Devaswom board (management) Audit .

Various clubs and student support schemes functioning in college like NSS , NCC , women cell , KSCSCTE funded seminars WWS and SSP have their own external audit.

Major internal financial audit is that of PTA. The PTA audit committee comprising two members from teaching staff and an external auditor.

All internal audits conclude, with a statement of expenditure.Institution has a specific procedure for overcoming audit objections . The major procedure for furnishing replies/action taken report for quarries on audit objections, inspection reports, draft paras, audit paras, and recommendation of pac (The Public Accounts Committee)/copu(Committee on Public Undertakings) includes a detailed explanation and statement from the administrative wing within the time limit specified Compliance to audit observation and suggestion in the previous audit report is closely monitored by concerned section and are not repeated .

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

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

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

Approx Rs 25000/

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

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

- **Fund mobilisation-The college applies for fund through submission of proposals to Government funding agencies. Government funding agencies like DST, FIST and RUSA. It encourages alumina and retired teachers to institute, memorial prizes, endowments, alumina donations. The institution seeks to generate revenue from stake holders and through raising staff fund. It seeks patronage from local organizations like bank, cooperate houses, shops and start-ups of the locality**

- **Human resource utilization- As part of academic excellence strategy our teachers are actively involved in research and are engaged in research activities . As part of student's social commitment, students have adopted the local Midaykunnu LP school and have distributed learning aids to students. Students are actively involved in "Pothichoru" a scheme organized for distributing food packets for poor and needy in the medical college hospital, kottayam**

- **Space utilization- The institution utilizes its space effectively by constructing RUSA research and incubation centre, star garden, butterfly garden, roof top solar panel , cricket net , basketball court, gym and also has a ground for commencing the construction of ladies hostel.**

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

6.5 - Internal Quality Assurance System

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

IQAC of the institution functions with the following responsibilities for quality enhancement:

- **Focus to ensure timely, efficient and progressive performance of academic and administrative needs.**
- **Plans to optimize and integrate modern methods of teaching and learning.**
- **Initialise collaborations and extension activities with other institutions and various sections of the society.**

File Description	Documents
Paste link for additional information	https://www.dbcollegethal.org/iqac/iqac2021-22/Annual_Report_2021-22_Final.pdf
Upload any additional information	**No File Uploaded**

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

The institution is very keen in reviewing the academic as well as non-academic activities every year. An overall feedback from thestakeholders are being collected to evaluate and decide upon the mode of operations the college should adopt in the next academic years for further improvement. This is being done by keeping in mind the fact that the annual consolidation and in depth analysis of the college level initiatives would help the institution to achieve excellence in the field.

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

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

B. Any 3 of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.dbcollegethal.org/iqac/iqac2021-22/Annual_Report_2021-22_Final.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

By actively participating in the celebrations of National and International commemorative days Institution has shown its commitment to society by promoting values like social responsibility, gender equality, environmental sustainabilityand national pride. The women cell is actively involved in conducting programs with regard to women empowerment through various activities such as Women's Self Defence Training Program, Installation of complaint box, Skill development classes and also in providing KSWDC Scholarship for one girl child from the college. This year IQAC and NSS had conducted programmes related to gender equity.

File Description	Documents
Annual gender sensitization action plan	https://www.dbcollegethal.org/iqac/iqac2021-22/Gender_sensitization_21-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

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

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

The institution has takeninitiatives to manage both solid wastes and e- waste in the campus. By conducting a pilot study using verrmi-compost units, students in the Departments of Botany managed to convertthe degradable solid wastes derived in the campus to organic Vermi-compost. The programme was successful and the students were able to harvest themanure on the 30th day. The manure was distributed among the students for utilization in their home gardens. We are intending to carry out this ecofriendly initiative in the coming yearsalso. The e- wastes of previous years collected from departments and office were listed out. As part of green initiative, it was decided to hand over the same to a Government approved agency. An MoU was signed with Ecofriendly Solutions,Erattupetta, Kottayam to hand over materials. The contract was signed for five years. Waste bins are kept in different parts of the campus especially near the washing areas to sort out degradable and non-degradable wastes

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.dbcollegethal.org/iqac/iqac2021-22/Facilities_provided_for_women.pdf
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

The institution is entitled to provide an inclusive environment for all individuals. These initiatives aims to ensure that everyone, regardless of their background, is treated equally and has equal access to opportunities and resources. Some of the initiatives are as follows

1. Diversity and inclusion training: We are part of an initiative called 'Kathir' a project of Kerala Forest and Wildlife Department. By this venture, we expects to improve the reading habits among the tribal communities, creating a knowledge hub in each tribal hamlet, supporting tribal youth and students in skill development through training and activities.
2. Accessibility Measures: Institution has made efforts to improve physical accessibility for individuals with disabilities. These included assuarance of wheel chair, ramps and accessible washrooms.
3. Inclusive policies and practices: The institution has updated its policies and practices to be inclusive and non-discriminatory. The policies against harassment, discrimination and ragging along with providing a platform to address grievances. The institution has also implemented flexible working pattern andacademic arrangements to accommodate different needs and schedules.
4. Active outreach and engagement: The institution has reached out to marginalized communities to encourage their participation and engagement like self defence and wellness training program for women.

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

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

The institution initiated the following activities to enrich the awareness of constitutional obligations: Invited experts conducted lectures and programs on Anti-drug awareness, the Systematic Voters Education and Electoral Participation Program SVEEP). Bolld donation camps were frequenlty organized by NCC and students' union. Anti-dowry campaigns, covid protocol campaigns and traffic awareness programs were conducted by various forums. Awareness campaigns on constitutional obligations were also conducted which dealt with constitutional duties and laws. An interactive session was organized to have a discussion with a high ranking military personal, Captain Riju Krishnan of the Indian Army and she shared some experiences while deliberating on 'The role of student organization in nation Building', as part of Independence Day celebrations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

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

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

Institution has initiated different programs during this academic year to commemorate National and International days. To achieve the goals set by the Institution several Intuitional bodies came up with different unique Programs. Women cell celebrated International Women day. World Environmental day is celebrated by departments irrespective of their faculties to give collective effort in creating awareness of importance of our environment. Biodiversity club and Boomithrasena , Nature club has conducted several programs.

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

7.2 - Best Practices

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

Best Practice 1

"Devasparsam"- the divine touch

Objectives: *To extend our helping hands to the needy people in the society *To create a good rapport between the society and the institution *To ensure the practice of inclusiveness by unifying diversity.

The kinds of charity works of the institution included the supply of learning materials to School students, Pothi choru (mid- day meal) to old age home, blood donation by students the kinds of activities by NCC cadets and NSS volunteers

Best Practice 2

"Swasthyam", being healthy

Objectives:

***To aim at physical, mental and social well -being of the students and staff of the institution**

***To create general awareness about personal hygiene and healthcare**

***To adopt different methodologies to improve the health status of the members of the institution.**

Context: Health is a state of complete physical, mental and social well- being not merely the absence of disease or infirmity. It plays a vital role in the overall development and well-being of students. Students get ample opportunities in the college to practice yoga.

The fitness centre also provides a platform for becoming physically fit individuals.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Title of the practice is Sukrutham, which means "Good deeds done with good heart"

First aid is a life preserving act which is given in cases requiring urgent medical attention. The main aim of this initiative is giving first aid training to all the students who are completing the UG and PG courses from this institution. This is a humanitarian action aims to protect and save lives, prevent and alleviate human suffering and meet the basic needs of the population from a vulnerability reduction and capacity-building perspective.

By extending our helping hands to the needy people in the society, we firmly believe in the power of compassion and empathy. Understanding the importance of community engagement and collaboration that foster a strong sense of trust and mutual respect with the members of the community.In practice, this act provides immediate and effective assistance, first aid can be the critical link between an emergency situation and professional medical help, ensuring the best possible outcomes for those in need. It empowers individuals to become proactive and responsible members of society.Promoting the widespread awareness and training of first aid is an investment in the well-being of individuals and the community as a whole.This mission encompasses far more than just offering a helping hand to the needy.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

Curriculum Planning

The college follows curriculum stipulated by the University through its Board of Studies. At the beginning of academic year, an Orientation Programme is conducted for the newly admitted students where they are briefed about the welfare schemes, code of conduct, discipline, extra-curricular activities etc.

The College-level Monitoring Committee (CLMC) comprising the Principal, Heads of various departments and the IQAC co-ordinator, and Department-level Monitoring Committee(DLMC) review curriculum delivery and progress every month. At the departments, Heads regularly conduct meetings to distribute workload, timetable, portions, plan activities and review completion of syllabus.

Method and Delivery

A College level Academic Calendar is prepared at the beginning of each academic year in accordance with the University Academic calendar. A Teacher's Diary and teaching plane is maintained with each faculty member.

Study materials, notes and question banks are shared. Educational field visits, industrial visits and study tours are organized. Group projects are assigned to final year UG and PG students. YOUTUBE, Whatsapp, Google Classroom and MOODLE are effectively used . Curriculum delivery of practicals are realised through lab session. In addition, the faculty give assignments and conduct internal exams.

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

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

University notifies an academic calendar for all programs with start and end date of each semesters, working days, holidays and tentative examination dates. The institution prepares an academic calendar and plans all its activities in accordance with the University calendar. The conduct of CIE is as per the academic calendar of the University and institution.

Each department prepares its calendar with number of working days, holidays, internal evaluation dates and co-curricular activities. The Department Heads supervise completion of syllabus as per the lesson plan. Syllabus coverage for each CIE is decided in advance.

Internal examinations, assignments, quizzes and seminars are part of CIE. The question paper of internal exams is prepared by the faculty in charge for each paper. Written tests, viva, MCQs using Google forms are conducted. After evaluation of answer scripts and assignments, results are periodically announced. Assessments are done for laboratory courses through laboratory experiments, viva and submission of practical records. Submitted projects are valued. CLMC and DLMCrevieweach semester's progress.

Bridge courses are carried out at beginning of the course. Remedial classes are conducted for weak students through entry level tests. At the end of every academic year, feedback from students is collected.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum	A. All of the above

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

6

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

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

500

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

148

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

1.3 - Curriculum Enrichment

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

The syllabus of MG University includes seminal thoughts about environmental issues. The syllabus provides ample space for students of each degree courses to approach important environmental issues and sustainable development possibilities from the perspectives of their respective academic paradigms.

Various departments organize special programmes to commemorate Environmental Day and Women's Day every year. The college has an active Biodiversity Club, and Bhumitrasena club. Various departments and IQAC routinely organize seminars and activities that address pressing environmental issues.

A thriving Women's Club remains committed to advancing gender discourse on campus. The club organised various initiatives like menstrual cup distribution, skill development programmes and self-defence training. These efforts aim to empower women and foster

an inclusive and supportive environment.

The NSS and NCC actively contribute to developing essential human qualities, including cooperation, patience, care, and service, through various initiatives and community engagement programs. These efforts aim to shape responsible and compassionate citizens who actively contribute to society.

The humanities curriculum and mandatory English common courses play a pivotal role in instilling values, ethics, and awareness of gender and environmental concerns. In their fifth semester, all students participate in a course focused on environmental issues and human rights, thereby broadening their understanding and commitment to these global challenges.

IQAC organised two webinars on the topics "Human values & Ethics and Life maximization" and "Tax planning and E-filing" to inculcate value and professional ethics.

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

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

13

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

719

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.dbcollegethal.org/aqar202122_feedbackanalysis.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

402

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

49

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Assessing learning levels of students

- **Induction program**
- **Entry level test**
- **the students are stratified into slow, medium and advanced learners.**
- **The teachers conduct VAK (Visual Auditory and Kinaesthetic) tests / activities to find out if student learns better by hearing, seeing, or moving information as a part of processing it.**

Bridge course,Mentoring

Addressing advanced learners

- **The Class tutor personally interacts with the students occasionally to check their level of understanding**
- **The college and departments organize extra - curricular activities all through the year and the involvement of the students are monitored**
- **Various clubs/cells in college helps in identifying the cognitive level of students participating.**

Addressing slow learners

- **Remedial coaching**
- **Special Counselling**
- **Group/peer support**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1084	62

File Description	Documents
Any additional information	No File Uploaded

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

Devaswom Board College Thalayolaparambu has been in a stage of transition from teacher centric to student centric methods of teaching and learning. The lecture time is reduced and incorporation of active classroom discussions, brain storming sessions, presentations, seminars, mini – projects and experimental/experiential learning are practiced.

Problem solving methodology is adapted in all science courses where students are assigned with problems and guidance to explore, plan and acquire skills to solve them.

Experiential learning is offered through virtual labs where students get to learn in their own pace.

Group discussions/Brain storming is conducted in classrooms where the teacher suggests a problem and retrieves creative ideas from students.

Study groups are formed including students with different learning level where they learn the designated topics by interacting and helping each other. This builds the sense of cooperation and idea of team work among the students.

The institute conducts quizzes, poster making competitions, photography competition, essay and seminars in relevant fields to expand the learning experience of students.

Students are also suggested to join online certification courses offered by NPTEL, SWAYAM, Coursera etc. Vocational skills of students are addressed through ASAP (Additional skill acquisition program) a Government of Kerala initiative.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	**Nil**

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

The teachers of the institution have adapted effective teaching learning process to address the generation of students who are technologically well advanced. ICT learning tools in practice has been extended to fully fledged teaching and learning method in the scenario of the epidemic. All the classes were conducted online and class materials were shared through platforms such as Google classroom, Meet, Zoom and Teams. Exams and assignments were carried out, evaluated and graded through these platforms.Together with live classes where students actively interact with teachers, recorded classes were also shared for implementing a smooth learning practice.

All the teachers use laptops/desktop, tablets, smart phones for the smooth conduct of academics during this year. Every class tutor maintains a Whatsapp group of class students and teachers in charge for effective and rapid communication.

The students are introduced to massive open online courses to complement their curriculum. Teachers and students are also provided with access to INFLIBNET, NLIST etc.

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.dbcollegethal.org/iqac/iqac2021-22/2.3.2_final.pdf

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

2.3.3.1 - Number of mentors

58

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

2.4 - Teacher Profile and Quality

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

62

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

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

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

24

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

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

2.4.3.1 - Total experience of full-time teachers

377

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

2.5 - Evaluation Process and Reforms

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

As per university guidelines, the internal assessment of a student is performed based on her attendance, assignment, Seminar, and test papers. Each component has a fixed weightage – 50% for two internal tests, and 25% each for assignment and attendance. The college has an internal exam committee comprising two coordinators, which work along with the IQAC and College Council to ensure transparency and robustness. The dates of the internal examination are published in the college handbook and on notice boards. The schedule and syllabus of the exam are published well in advance. The question paper is prepared in accordance with the university examination format. Teachers evaluate answer scripts within two weeks and return them to the students. The marks are entered in the college's internal exam portal, which can also be viewed by the students. Students can verify their attendance online and the marks for attendance are linked to the internal exam portal too. Progress reports generated from the portal are discussed with parents during annual open-house meetings. The internal exam reports (A and B forms), generated from the portal, are published.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

At the college level, an examination committee is constituted, comprising of a senior Faculty member as Center superintendent, other teaching faculty and non teaching staff as members for

smooth conduction of end semester examination. The end semester examination is conducted by university,and the students appear at center allotted by the university.

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations.

For conducting the internal assessment test,a department level coordinator/committee is constituted for smooth conduction of internal assessment.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme and course outcome of all colleges affiliated to Mahatma Gandhi university are displayed in the University website. The same details are made available in the college website which enables the prospective students to understand the benefits of a particular course.

All departments maintain their respective syllabus together with the programme and course outcome details which is distributed to all students at the start of their course.

Newly joining faculties and students are made aware of the programs through orientation sessions. The college calendar distributed to all faculties and students also carries information about the various courses.

Every department conduct meeting at the start of each semester to allocate the topics to the teachers and convey the outcomes expected from the course, which is communicated to students. The teachers make sure that the students are well informed about the syllabus of the course, the process of evaluation and PO, PSO and COs of the program of study.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	View File

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

The desired outcome offered by each programme and course as a whole is communicated to students and teachers at the start of every course. The teaching, learning and evaluation process is carried out with focus on achieving the anticipated outcomes.

Every programme is evaluated constantly by conduction of internal examinations, assignments, seminars and projects. The analysis of students performance in curricular activities enables the faculties to realize their grasp of the subject.

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

2.6.3 - Pass percentage of Students during the year

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

211

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.dbcollegethal.org/iqac/iqac2021-22/Annual_Repor-t2021-22.pdf

2.7 - Student Satisfaction Survey

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

https://www.dbcollegethal.org/iqac/iqac2021-22/SSS_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

80 lakhs DST

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the

year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

54

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3

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

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

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

8

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

3.3 - Extension Activities

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

- AWARENESS CAMPAIGN AGAINST TOBACCO BY NSS-31ST MAY 2022
- ANAEMIA PREVENTION CAMPAIGN BY NSS ON 12TH JUNE 2021 JOINTLY ORGANIZED BY DEPARTMENT OF HEALTH AND FAMILY WELFARE A & WOMEN AND CHILD DEVELOPMENT OF GOVT OF KERALA
- BLOOD DONATION PROMOTION RALLY BY NSS ON JUNE 14TH 2021
- ANTI-DRUG AWARENESS PROGRAM BY NSS ON JUNE 26TH 2021
- BREAST FEEDING CAMPAIGN BY NSS FROM AUGUST 1ST TO AUGUST 17TH 2021
- CLEANING OF GANDHI STATUE AND SURROUNDINGS BY NCC ON OCTOBER 2ND 2021
- CLEANING ACTIVITY DONE BY NSS AT VAIKOM BOAT JETTY AND TEMPLE PREMISES ON NOVEMBER 27TH 2021
- KADUTHURUTHY GRAMAPANCHAYATH PUBLIC LIBRARY CLEANING AND RESTORATION DONE BY NSS ON DECEMBER 2, 2021 POST THE COVID PANDEMIC
- CLEANING ACTIVITY AT MIDAYIKUNNAM L P SCHOOL BY NSS ON 23RD MARCH 2022
- CLEANING ACTIVITY AT KAREEPADOM LP SCHOOLBY NSS ON 24THMARCH 2022
- DISASTER MANAGEMENT-TEAM KERALA TRAINING BY KERALA STATE YOUTH WELFARE BOARD FOR NSS VOLUNTEERS ON MARCH 25TH 2022
- DISTRIBUTION OF TOYS AND STORY BOOKS TO MIDAYIKUNNAM LP SCHOOL -STAFF CLUB AND IQAC ON 31ST MARCH 2022
- AWARENESS CAMPAIGN AGAINST DRINKING BY NSS ON APRIL 4TH 2022
- AWARENESS CAMPAIGN AGAINST DRUG ABUSE BY NSS ON APRIL 4TH 2022
- NSS VOLUNTEERS ACT AS SPO
- INTERSCHOOL LITERARY COMPETITION
- ONLINE SCIENCE QUIZ

File Description	Documents
Paste link for additional information	https://www.dbcollegethal.org/iqac/iqac2021-22/3.3.3_3.3.4_Report.pdf
Upload any additional information	View File

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

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

2

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

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

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

17

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

399

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a number of buildings which include Classrooms, science laboratories, computer centres, library etc. A number of committees are constituted and they ensure the proper maintenance, repairs and refurbishment of the various academic buildings and amenities.

At present, the college has 35 classrooms with adequate number of benches, desks, chairs and teaching aids like greenboard / whiteboard and lecture platforms. Every year, as per the requirement submitted by the concerned departments to the management and PTA, funds are allocated for the annual maintenance.

All the science laboratories which are seven in number are well equipped and maintained. All these laboratories are supported byDST-FIST since 2019.The concerned teachers-in-charge and the lab assistants conduct the experiments in the laboratories as per the prescribed timetable schedule.As per the prescribed safety protocol, all precautions and remedial measures are taken into account. A stock register is maintained in each department and every year the stock is updated and verified. Based on the stock verification report, a requirement list is prepared and submitted to the office.

The college has a well-equipped library with 35,982books, periodicals, e-journals and e-books with ample reading spacewith seating capacity of 60. The institution has a total of 57 Desktops and 2 laptops. There are four Computer Labs for Physics, Chemistry , Mathematics and Language lab for English.

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

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

The College is very active in providing facilities for students

to participate in cultural activities, sports and games in various ways. The College has two auditoriums for various cultural programmes. There is an Arts club Secretary(student) anda faculty as arts club advisor to ensure children's participation in cultural activities.Every year the student union of thecollege organizes different cultural programmes related to arts day,Onam and Christmas celebrations. At the end of the academic year staff club organizes a staff day to facilitate a friendly atmosphere in the college.

The Physical Education department is very active and is well equipped with an indoor gymnasium, playground, courts and sports accessories, all under the purview of the Physical Education Instructor. The College has a football ground, cricket practice net,a small basket ball court, Kho-Kho play area and indoor gymnasium. The gymnasium is accessible both for students and teachers. Every year as per the requirement, purchases are done and the courts and grounds are maintained and the stock register is updated.

The students are using these facilities to participate in Intercollegiate and Interuniversity competitions. In every academic year, the physical education department organizes the "annual sports day" for students and teachers.

National Cadet Corps (NCC) and National Service Scheme (NSS) areactively organizes different programmes like Yoga day, Literacy events, cultural programmes etc.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	[NIL]

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

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

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

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

12982875.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

DB College follows a centralized library system.The college library has three sections: Reading room, Reference section for teachers and students, and general and departmental stacks.

The college has a well-equipped library with 35,982books, periodicals, e-journals and e-books. The college has made substantial development in library infrastructure ,resources and facilities. The library has access to N-list. The college has upgraded its library software from Grandha 2.5 to Koha(version 21.05) which is fully automated. The library has a reading room with seating capacity of 60.

The activities and updation of the library resources aremanaging by the library committee. Itincludes one coordinator(senior

faculty), four faculty members and the librarian. Thelibrarian
and a library staff runs the daily working of library. Based on
the requirements of books, journals etc. especially after a
syllabus revision, the purchase committee allocate funds received
from the management and PD funds for their purchase.

The library is open from 9.30 am to 4.30 pm on all working days
including saturdays.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

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

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

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

142400.00

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

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

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

15.53

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

4.3 - IT Infrastructure

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

The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institutional level as well as department level. The description of the same is provided below.

Desktop Computers: There are 57 desktop computers in total, serving various purposes across the campus.

Office: The institution houses 8 desktop computers in the office area.

Library: Within the library, 3 desktop computers are provided for students and staff .

Departments: The majority of the desktop computers, totalling 21, are allocated to different academic departments. These computers cater to the specific needs of each department, supporting research, analysis, and academic projects.

No. of Systems: The institution has total 59 Computers. 57 Desktop and 2 laptops. (8 in Office, 3 in library and 21in

departments).

Computer Labs: - Four computer Labs are present. One in Mathematics Department ,One in Physics Department, one in Chemistry department and one Language Lab in English Department.

Browsing Centres: - One Browsing centre in Physics Department.

Internet Connection:The institute regularly updates the internet connection every year and as of now, the available internet bandwidth is 100 MBPS provided by BSNL. The internet facility is provided in the Office and Physics Department.

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

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

## 4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

1076756.00

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

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

The college has appropriate systems and procedures for maintaining and utilizing physical and academic support facilities. The College has generators which ensure uninterrupted power supply and also has a solar panel to harness renewable and clean energy.

General record keeping & audits of all the equipments in the laboratory is done at department level &maintain a stock register for this. Proper inspection and verification of stock register takes place at the end of every year.The equipment with major repair are done by outside agency after receiving quotation for maintenance, necessary approval from college authorities is taken.

College website maintenance is done by external agencies. The beautification of the College is done by the Bhoomitra Sena with the support of PTA and the Management. The campus is equipped with safe and adequate drinking water supply. The rain water harvesting system is connected to the common washing area near the English department. The General cleaning of the campus and other facilities isdone regularly by the staff appointed by the Management. The Management, PTA and alumni are the major monetary contributors for enhancing and expanding the available facilities in the campus. The college also submits proposals to state and central funding agencies to procure funds to develop the infrastructure.Every year as per the requirement, purchase of sports items and the maintainance of courts and grounds aremanaged byPD account andPTA funds respectively.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

745

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

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

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

50

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

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

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

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

91

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

91

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

69

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

4

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

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

Student representation can help to increase student involvement in decision making about academic programmes,campus policies and extra curricular activities.Students unions represent the interests of all students and deal with different aspects of students life.As the Covid Pandemic caused offline classes to start late,the students union was constituted in March 2022.The inauguration of college union and arts club was held on March 4th with Sujaya Parvathy as the chief guest.The college youth festival was held on 22 and 23 of March 2022 with active students participation and and the winners of the events had the

opportunity to participate in the Mahatma Gandhi University youth festival held in Pathanamthitta from 1-5 April .Union sponsored school kits to students of the near by LPSchool,Midayikunnam for the next academic year.Besides, NSS and NCC offer opportunities for students to develop leadership skills,learn about their responsibility and participate in community service.Sports,cultural,science,and literary clubs help students to participate in the activities they are passionate about and can learn new skillsfor their future careers.

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

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

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

50

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

5.4 - Alumni Engagement

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

DB College has a registered alumni "Forerunners" which has an elected Executive Council.The office bearers areworking under the Presidentship of Mr B Anilkumar and Secretaryship of Mr.Santhosh V.C".Forerunners" work for the betterment of the college in a number of ways.Each year the second saturday of May is celebrated

aas the college alumni day.in the academic year 2021.22 the college alumni organised a number of programmes in spite of the pandemic.It supported the online teaching endeavours of the college by providing smart phones to the students from the marginalizedsections of the society.It also donated a wheel chair to the differently abled students of the college.Besides it funded various departments for organizing quiz programmes,webinars and helped to renovate department libraries.Moreover it facilitated the student rank holders and retired teachers of the college.This year alumni started its overseas chapter .

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

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

File Description	Documents
Upload any additional information	No File Uploaded

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

SL NO CONTENTS UPLOADED PAGE NUMBER 1 VISION 1 2 MISSION 1 3 NATURE OF GOVERNANCE 2 4 ACTIVITIES REFLECTIVE OF VISION AND MISSION 2

File Description	Documents
Paste link for additional information	https://www.dbcollegethal.org/admin_management.html
Upload any additional information	[View File](#)

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

A well-functioning governing body manages the regular functioning of around sixty academic and non-academic committees/club is marked as the apt example for decentralization. Every academic year, this governing body constitutes the conveners and members who function effectively in their independent roles with proper planning and implementation

SL NO DOCUMENT UPLOADED PAGE NUMBER 1 Proceedings of Principal 2018-2019 1 2 Proceedings of Principal 2019-2020 6 3 Proceedings of Principal 2020-21 14 4 Proceedings of Principal 2021-22 21

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy development and deployment is inevitable in deciding an institutions future success, and reflective of its culture, operation, vision and mission. The institution plans strategies by envisaging suggestions from all the stakeholders. It also takes into account, the changing socio-economic conditions, educational policies and pandemic/climatic scenario Such strategic plans are mainly related to the broad traits of

- **Quality education- the institute strongly believe in imparting quality education to its students.**
- **Research & Development**
- **Student support**

- **Inculcating social values and responsibilities**
- **Infrastructure Development**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

- **College functions under the management of Travancore Devaswom Board**
- **The college is affiliated to Mahatma Gandhi University, Kottayam and is recognized under section 2(f) and 12 B of the UGC Act 1956.**
- **A governing body consisting mainly of management, Principal, teaching and non teaching staff manages all the academic and non academic activities of the college.**
- **Appointments of teaching and non teaching staffs, admission of students etc are made by adhering to M.G University statues.**
- **The institution follows various rules and regulations laid down by the UGC and Kerala Service Rules (KSR).**
- **Various cells, clubs and committees function effectively in their domain following specific rules and regulations**
- **A transparent mechanism is followed for the conduct of examination based on M G University regulations**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in	**A. All of the above**

areas of operation Administration Finance and Accounts Student Admission and Support Examination	

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

6.3 - Faculty Empowerment Strategies

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

- **Employees Co-operative Society**
- **GIS**
- **Health Club -In order to maintain the physical health of both the staff and students of the college, a health club function in the college.**
- **Token of appreciation for achievements-The institution appreciates the staff and students who are bringing out excellence in various fields.**
- **Festival Advance- With the intention of spreading the joy of festive occasions to all its staff members, the institution provides refundable advances to the guest lecturers and non teaching staff.**
- **Facilitation of Provident Fund loans – Catering to the needs of the staff, the college provides paper less facilities to avail PF loan.**
- **Maternity Leave – The college grants Maternity Leave of 6 months to have quality time with their children.**
- **Work from Home – In the pandemic situation as most of the classes were in online mode, the institution with its staff friendly approach took all the possible measures to let the maximum employees to work from home.**
- **Celebrations- The staff club organises various programmes like Onam celebrations, Christmas celebrations, Staff day in the college.**
- **The Staff Council provides financial support to non teaching staff in times of medical emergencies.**
- **The security staff of the college are provided with free**

accommodation.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

4

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

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

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

18

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

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

The institution follows the UGC Regulation on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education.

The overall monitoring of the performance of staff helps in meeting the vision and mission of the college. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. The institution follows the appraisal suggested by UGC viz, Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into different categories like teaching learning and evaluation related activities, Co-curricular, extension activities and Professional development and academic contributions. On the basis of the scores obtained in each categories, the faculty members are promoted to higher academic level.

At the end of each year, feedback is collected from students. The feedbacks forms in the form of questionnaire collect information about teachers and different aspects pertaining to the teaching process. So the teachers can improve their teaching strategies every year.

There is no performance appraisal system followed for non teaching staff in the institution. The monitoring of non-teaching staff is done by Principal. The suggestions for improvement are provided to them in their meetings.

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

6.4 - Financial Management and Resource Mobilization

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

Audits are conducted internally and externally

External

- Accountant General office Thiruvananthapuram, (AG's) Audit
- Deputy Directorate (local) Audit
- Management audit, (Devaswom board Audit)

Internal

- PTA Audit

The external audit of the college is entrusted with three different government agencies that include Accountant General Audit. Deputy Directorate of Collegiate Education, Ernakulam (local fund Audit) and Devaswom board (management) Audit .

Various clubs and student support schemes functioning in college like NSS , NCC , women cell , KSCSCTE funded seminars WWS and SSP have their own external audit.

Major internal financial audit is that of PTA. The PTA audit committee comprising two members from teaching staff and an external auditor.

All internal audits conclude, with a statement of expenditure.Institution has a specific procedure for overcoming audit objections . The major procedure for furnishing replies/action taken report for quarries on audit objections, inspection reports, draft paras, audit paras, and recommendation of pac (The Public Accounts Committee)/copu(Committee on Public Undertakings) includes a detailed explanation and statement from the administrative wing within the time limit specified Compliance to audit observation and suggestion in the previous audit report is closely monitored by concerned section and are not repeated .

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

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

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

Approx Rs 25000/

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

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

- **Fund mobilisation-The college applies for fund through submission of proposals to Government funding agencies. Government funding agencies like DST, FIST and RUSA. It encourages alumina and retired teachers to institute, memorial prizes, endowments, alumina donations. The institution seeks to generate revenue from stake holders and through raising staff fund. It seeks patronage from local organizations like bank, cooperate houses, shops and start-ups of the locality**

- **Human resource utilization- As part of academic excellence strategy our teachers are actively involved in research and are engaged in research activities . As part of student's social commitment, students have adopted the local Midaykunnu LP school and have distributed learning aids to students. Students are actively involved in "Pothichoru" a scheme organized for distributing food packets for poor and needy in the medical college hospital, kottayam**
- **Space utilization- The institution utilizes its space effectively by constructing RUSA research and incubation centre, star garden, butterfly garden, roof top solar panel , cricket net , basketball court, gym and also has a ground for commencing the construction of ladies hostel.**

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

IQAC of the institution functions with the following responsibilities for quality enhancement:

- **Focus to ensure timely, efficient and progressive performance of academic and administrative needs.**
- **Plans to optimize and integrate modern methods of teaching and learning.**
- **Initialise collaborations and extension activities with other institutions and various sections of the society.**

File Description	Documents
Paste link for additional information	https://www.dbcollegethal.org/iqac/iqac2021-22/Annual_Report_2021-22_Final.pdf
Upload any additional information	**No File Uploaded**

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

The institution is very keen in reviewing the academic as well as non-academic activities every year. An overall feedback from thestakeholders are being collected to evaluate and decide upon the mode of operations the college should adopt in the next academic years for further improvement. This is being done by keeping in mind the fact that the annual consolidation and in depth analysis of the college level initiatives would help the institution to achieve excellence in the field.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality	**B. Any 3 of the above**

audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://www.dbcollegethal.org/iqac/iqac2021-22/Annual_Report_2021-22_Final.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

By actively participating in the celebrations of National and International commemorative days Institution has shown its commitment to society by promoting values like social responsibility, gender equality, environmental sustainabilityand national pride. The women cell is actively involved in conducting programs with regard to women empowerment through various activities such as Women's Self Defence Training Program, Installation of complaint box, Skill development classes and also in providing KSWDC Scholarship for one girl child from the college. This year IQAC and NSS had conducted programmes related to gender equity.

File Description	Documents
Annual gender sensitization action plan	https://www.dbcollegethal.org/iqac/iqac2021-22/Gender_sensitization_21-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

The institution has takeninitiatives to manage both solid wastes and e- waste in the campus. By conducting a pilot study using verrmi-compost units, students in the Departments of Botany managed to convertthe degradable solid wastes derived in the campus to organic Vermi-compost. The programme was successful and the students were able to harvest themanure on the 30th day. The manure was distributed among the students for utilization in their home gardens. We are intending to carry out this ecofriendly initiative in the coming yearsalso. The e- wastes of previous years collected from departments and office were listed out. As part of green initiative, it was decided to hand over the same to a Government approved agency. An MoU was signed with Ecofriendly Solutions,Erattupetta, Kottayam to hand over materials. The contract was signed for five years. Waste bins are kept in different parts of the campus especially near the washing areas to sort out degradable and non-degradable wastes

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.dbcollegethal.org/iqac/iqac2021-22/Facilities_provided_for_women.pdf
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

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

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

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

A. Any 4 or all of the above

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

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

The institution is entitled to provide an inclusive environment for all individuals. These initiatives aims to ensure that everyone, regardless of their background, is treated equally and has equal access to opportunities and resources. Some of the initiatives are as follows

1. Diversity and inclusion training: We are part of an initiative called 'Kathir' a project of Kerala Forest and Wildlife Department. By this venture, we expects to improve the reading habits among the tribal communities, creating a knowledge hub in each tribal hamlet, supporting tribal youth and students in skill development through training and activities.
2. Accessibility Measures: Institution has made efforts to improve physical accessibility for individuals with disabilities. These included assuarance of wheel chair, ramps and accessible washrooms.
3. Inclusive policies and practices: The institution has updated its policies and practices to be inclusive and non-discriminatory. The policies against harassment, discrimination and ragging along with providing a platform to address grievances. The institution has also implemented flexible working pattern andacademic arrangements to accommodate different needs and schedules.
4. Active outreach and engagement: The institution has reached out to marginalized communities to encourage their participation and engagement like self defence and wellness training program for women.

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

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

The institution initiated the following activities to enrich the awareness of constitutional obligations: Invited experts conducted lectures and programs on Anti-drug awareness, the Systematic Voters Education and Electoral Participation Program SVEEP). Bolld donation camps were frequenlty organized by NCC and

students' union. Anti- dowry campaigns, covid protocol campaigns and traffic awareness programs were conducted by various forums. Awareness campaigns on constitutional obligations were also conducted which dealt with constitutional duties and laws. An interactive session was organized to have a discussion with a high ranking military personal, Captain Riju Krishnan of the Indian Army and she shared some experiences while deliberating on 'The role of student organization in nation Building', as part of Independence Day celebrations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

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

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

Institution has initiated different programs during this academic year to commemorate National and International days. To achieve the goals set by the Institution several Intuitional bodies came up with different unique Programs. Women cell celebrated International Women day. World Environmental day is celebrated by departments irrespective of their faculties to give collective effort in creating awareness of importance of our environment. Biodiversity club and Boomithrasena , Nature club has conducted several programs.

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

7.2 - Best Practices

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

Best Practice 1

"Devasparsam"- the divine touch

Objectives: *To extend our helping hands to the needy people in the society *To create a good rapport between the society and the institution *To ensure the practice of inclusiveness by unifying diversity.

The kinds of charity works of the institution included the supply of learning materials to School students, Pothi choru (mid- day meal) to old age home, blood donation by students the kinds of activities by NCC cadets and NSS volunteers

Best Practice 2

"Swasthyam", being healthy

Objectives:

*To aim at physical, mental and social well -being of the

students and staff of the institution

*To create general awareness about personal hygiene and
healthcare

*To adopt different methodologies to improve the health status of
the members of the institution.

Context: Health is a state of complete physical, mental and
social well- being not merely the absence of disease or
infirmity. It plays a vital role in the overall development and
well-being of students. Students get ample opportunities in the
college to practice yoga. The fitness centre also provides a
platform for becoming physically fit individuals.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Title of the practice is Sukrutham, which means "Good deeds done
with good heart"

First aid is a life preserving act which is given in cases
requiring urgent medical attention. The main aim of this
initiative is giving first aid training to all the students who
are completing the UG and PG courses from this institution. This
is a humanitarian action aims to protect and save lives, prevent
and alleviate human suffering and meet the basic needs of the
population from a vulnerability reduction and capacity-building
perspective.

By extending our helping hands to the needy people in the
society, we firmly believe in the power of compassion and
empathy. Understanding the importance of community engagement and
collaboration that foster a strong sense of trust and mutual
respect with the members of the community.In practice, this act
provides immediate and effective assistance, first aid can be the
critical link between an emergency situation and professional
medical help, ensuring the best possible outcomes for those in
need. It empowers individuals to become proactive and responsible

members of society.Promoting the widespread awareness and training of first aid is an investment in the well-being of individuals and the community as a whole.This mission encompasses far more than just offering a helping hand to the needy.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Plan of action for the year 2022-23

Devaswom Board College, Thalayolaparambu is functions bythe adopting the passion to make a profound difference in the lives of those we serve. As we step into the exciting years ahead, we are brimming with enthusiasm to unveil a plethora of captivating initiatives that will elevate the overall experience thatbenefits for our cherished community. Our vision encompasses a myriad of activities, each carefully planned to enhance the amenities we offer and provide unparalleled services to all our beneficiaries. We have meticulously identified key areas that hold tremendous potential for propelling the institution towards unprecedented progress. The following are the strategic focal points which we plan to do for the next academic year.

- Renovation of Labs
- RUSA : renovation and construction work
- DST: Preparing reports for next instalment
- To organise soft skill development programmes
- To design more facilities for disabled students
- To upgrade institutional website
- To introduce smart classrooms and ICT enabledclasses
- To design more add on courses and value added courses
- To organise more placement drives for students
- To submit proposals to Govt. and Board for financial assistance for Infrastructure development
- Mobilization of more alumni fund
- collaboration with a professional agency to give extensive training for the distinctive practice Sukrutham
- to conduct health check -up for students and issue of health cards
- to organize digital literacy campaign with the involvement of a professional agency